

# ENGL 1010: Fundamentals of English

# COURSE SYLLABUS

**Online Asynchronous**

**Spring Semester 2023 (202314)**

**Course Taught Fully Online Asynchronously (does not require students to be online at specific dates/times). Proctored Event is required.**

## Course information

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40152

Preferred Method of Contact: E-mail

## Instructor contact information

**Instructor Name:** Dana Price

**Office Location:** Building A, Room 326

**Office Hours:** M/W 9:15-11:15am and T/R 2:20-5:30pm

**Email Address:** dprice@southeasterntech.edu

**Phone:** 478-289-2236

**Tutoring Hours:** M/W 2:30-3:30

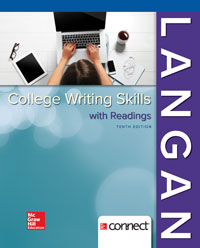
## Southeastern Technical College (STC) Catalog and Handbook

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College’s [Catalog and Handbook](https://catalog.southeasterntech.edu/) (<https://catalog.southeasterntech.edu/>).

## REQUIRED TEXT

Albright, Z. L. & Langan, J. (2021). *English Skills with Readings*. McGraw-Hill. ISBN 10:

60899896; ISBN 13: 9781260899894.



## REQUIRED SUPPLIES & SOFTWARE

Students need a three-ring binder for their book, a flash drive, loose-leaf paper, pencils, blue-black pens, and access to Internet and Southeastern Technical College’s Remote Lab Access, RemoteApp, or Remote Application Services.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## COURSE DESCRIPTION

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

## MAJOR COURSE COMPETENCIES

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

## PREREQUISITE(S)

ENGL 0090 OR Appropriate Placement Test Score AND READING 0090—Reading II OR Appropriate Placement Test Score.

## COURSE OUTLINE

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS (Online)

1. An online class means that class completing Blackboard assignments are mandatory. Students are required to complete all assignments on the lesson plan and in each module (located in Blackboard) by their due dates to exit the class successfully.
2. Students are responsible for all needed textbooks and supplies. You will not be given extra time because you lack the proper supplies to complete the course work in a timely manner.
3. **Use Mozilla Foxfire or Google Chrome** as the main Internet browsers. **Do not use Internet Explorer or Microsoft Edge (E at the bottom of the screen) because Blackboard does not support them.** Microsoft Edge or Internet Explorer will not allow students to submit assignments in assignment boxes and closes exams and quizzes prematurely.
4. Be sure to have a strong Internet connection. If there are problems with the Internet at home, come to STC to submit assignments. The STC Library is open Monday-Thursday, 8:00 a.m. to 8:00 p.m.
5. Writing assignments are completed in class. All writing assignments must be in APA format, typed in Microsoft Word, and submitted in the Blackboard assignment box.
6. Screenshots and late assignments will be given a zero.
7. Dropping a grade or extra credit assignments will not be given. **Do not ask.**

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on XXXX of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 3 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](https://southeasterntech.okta.com/) tab on STC’s Website. Email can also be accessed in the menu of your Blackboard course.

## COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College.  Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained.  This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process.  Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

## COVID-19 Signs and symptoms

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

|  |
| --- |
| **COVID-19 Key Symptoms** |
| Fever or felt feverish |
| Chills |
| Shortness of breath or difficulty breathing (not attributed to any other health condition) |
| Cough: new or worsening, not attributed to another health condition |
| Fatigue |
| Muscle or body aches |
| Headache |
| New loss of taste or smell |
| Sore throat (not attributed to any other health condition) |
| Congestion or runny nose (not attributed to any other health condition) |
| Nausea or vomiting |
| Diarrhea |
|  |
| **In the past 14 days, if you:** |
| Have had close contact with or are caring for an individual diagnosed with COVD-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s). |

## Covid-19 Self-Reporting Requirement

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:Stephannie%20Waters), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## ONLINE ATTENDANCE

It is the student’s responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student’s last date of attendance in the event a student withdraws, stops attending, or receives an “F” (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at (11:59pm) on (Wednesday) of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Emily Jarrell](mailto:ejarrell@southeasterntech.edu) [(ejarrell@southeasterntech.edu)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu) ([hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)), 912-538-3126, Building A, Room 165.

## **Specific Absences**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Emily Jarrell](mailto:ejarrell@southeasterntech.edu) [(ejarrell@southeasterntech.edu)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu) ([hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **may not** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## Withdrawal Procedure

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

## **PROCTORED EVENT REQUIREMENT**

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. Students are required to bring a photo ID (STC Student ID, Driver’s License, or Passport) to the proctored event. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of theoriginally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

## Proctoring Fees

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**We will have our Proctored Event on the Vidalia campus in Building A Room 318 from 2:30-4:30pm on Thursday, April 27 and on the Swainsboro campus Thursday, April 20 from 1-3pm .**

**PROCTORED EVENT REQUIREMENT**

## **MAKEUP GUIDELINES** (Tests, quizzes, homework, projects, etc.)

Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc.

## ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

## Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. **First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

1. **Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

1. **Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## **STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

| **American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer** | **Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer** |
| --- | --- |
| Helen Thomas, Special Needs Specialist  Vidalia Campus  3001 East 1st Street, Vidalia  Office 165 Phone: 912-538-3126  Email: [Helen Thomas](mailto:hthomas@southeasterntech.edu)  [(hthomas@southeasterntech.edu)](mailto:hthomas@southeasterntech.edu) | Lanie Jonas, Director of Human Resources  Vidalia Campus  3001 East 1st Street, Vidalia  Office 138B Phone: 912-538-3230  Email: [Lanie Jonas](mailto:ljonas@southeasterntech.edu)  [(ljonas@southeasterntech.edu)](mailto:ljonas@southeasterntech.edu) |

## accessibility Statement

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

## **ACCESS TO TECHNOLOGY**

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website](http://www.southeasterntech.edu/) ([www.southeasterntech.edu](http://www.southeasterntech.edu/)).

## Technical college system of georgia (tcsg) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

| **Assessment/Assignment** | **Percentage** |
| --- | --- |
| Chapter Activities/Discussion Posts | 15% |
| Quizzes | 30% |
| Writing Assignments | 35% |
| Proctored Event/Exam | 20% |

## grading scale

| **Letter Grade** | **Range** |
| --- | --- |
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 0-59 |

**ENGL 1010 Fundamentals of English**

**Spring Semester 2023 (40152) Lesson Plan**

**Schedule is tentative to change**

| **Date/Week** | **Chapter/Lesson** | **Content** | **Assignments & Tests Due Dates** | **Competency Area** |
| --- | --- | --- | --- | --- |
| **Week 1**  Jan 9 | Introduction to the course, syllabus, Blackboard, Chapters 1 & 2 in *English Skills w/ Readings*. | Introduction to the class and Blackboard. Instructor lecture on Ch. 1 & 2.  Complete freewriting, questioning, listing, and clustering. | **All Blackboard assignments are due the following Monday at 11:59 pm est. Assignment boxes will close.**  **Chapter quizzes will be open-book and completed on blackboard outside of class.**  **Due by Mon 1/16:** **Blackboard:** Complete all activities in Module 1. Chapter 1 quiz, Chapter 2 quiz, complete the diagnostic exam, complete the Revisions/Editing reading response. | 1, 2, 3  a, c |
| **Week 2**  Jan 16  **Jan 16-No Class** | *English Skills w/ Readings* Chapters 19, 21, & 22. | Subjects and Verbs, Fragments, and Run-ons lecture.  Complete the chapter activities. | **Due by Mon 1/23:** **Blackboard:** Complete all activities in Module 2.Chapter 19 quiz, Chapter 21 quiz, Chapter 22 quiz. | 1, 2, 3  a, c |
| **Week 3**  Jan 23 | *English Skills w/ Readings* Chapters 7 & 23. | Description and Regular and Irregular Verb lecture. Begin drafting the description paragraph. | **Due by Mon 1/30:** **Blackboard:** Complete all activities in Module 3. Chapter 23 quiz, Description paragraph due. | 1, 2, 3, 4  a, c |
| **Week 4**  Jan 30 | *English Skills w/ Readings* Chapter 3. | The first and second steps in writing lecture. Complete chapter 3 activities. | **Due by Mon 2/6:** **Blackboard:** Complete all activities in Module 4.Chapter 3 quiz. | 1, 2, 3  a, c |
| **Week 5**  Feb 6 | *English Skills w/ Readings* Chapters 24, 25, & 4. | Subject verb agreement, Verbs cont., and the third step in writing lecture.  Complete activities. | **Due by Mon 2/13:** **Blackboard:** Complete all activities in Module 5. Chapter 24, 25, and 4 quizzes. | 1, 2, 3  a, c |
| **Week 6**  Feb 13 | *English Skills w/ Readings* Chapters 10 & 26. | Process paragraph and pronoun agreement lecture. Complete and review chapter activities. | **Due by Mon 2/20:** **Blackboard:** Complete all activities in Module 6. Chapter 26 quiz. Submit process paragraph in BB. | 1, 2, 3, 4  a, c |
| **Week 7**  Feb 20 | *English Skills w/ Readings* Chapters 5 & 27. | The fourth step in the writing process and pronoun types. Complete and review chapter activities. | **Due by Mon 2/27:** **Blackboard:** Complete all activities in Module 7. Chapter 27 quiz. | 1, 2, 3, 4, 5  a, c |
| **Week 8**  Feb 27  **Mar 2-No Class** | *English Skills w/ Readings* Chapters 6 & 28. | The four bases for revising writing and Adjectives and Adverbs. Complete and review chapter activities. | **Due by Mon 3/6:** **Blackboard:** Complete all activities in Module 8. Chapter 28 quiz. | 1, 2, 3  a, c |
| **Week 9**  Mar 6  **Mar 6-Midterm** | *English Skills w/ Readings* Chapters 11 & 29. | Cause and Effect paragraph and Misplaced and dangling modifiers. Complete and review chapter activities. | **Due by Mon 3/13:** **Blackboard:** Complete all activities in Module 9.Chapter 29 quiz. Complete and submit cause and effect paragraph in blackboard. | 1, 2, 3, 4, 5  a, c |
| **Week 10**  Mar 13 | *English Skills w/ Readings* Chapters 30, 31, & 32. | Capital letters, Numbers and abbreviations, and Apostrophes. Complete and review chapter activities. | **Due by Mon 3/20:** **Blackboard:** Complete all activities in Module 10. Chapters 30, 31, and 32 quizzes. | 1, 2, 3  a, c |
| **Week 11**  Mar 20 | *English Skills w/ Readings* Chapter 33 and APA. | Quotation Marks and APA handout. Complete and review chapter activities. | **Due by Mon 3/27:** **Blackboard:** Complete all activities in Module 11.Chapter 33 and APA quiz. | 1, 2, 3  a, c |
| **Week 12**  Mar 27 | *English Skills w/ Readings* Chapters 12 & 34. | Comparison and/contrast and Commas. Complete and review chapter activities. | **Due by Mon 4/3:** **Blackboard:** Complete all activities in Module 12. Chapter 34 quiz and Complete the compare and contrast paragraphs and submit in blackboard. | 1, 2, 3, 4  a, c |
| **Apr 3-6 Spring Break; No Class** | | | | |
| **Week 13**  Apr 10 | *English Skills w/ Readings* Chapters 16, 35, & 36, | Writing the essay, Other punctuation marks, and commonly confused words. Complete and review chapter activities. | **Due by Mon 4/17:** **Blackboard:** Complete all activities in Module 13. Chapter 16, 35, and 36 quiz. | 1, 2, 3, 4  a, c |
| **Week 14**  Apr 17 | *English Skills w/ Readings* Chapters 15, 18, & 37. | Argument paragraph, Using sources to write papers, and Effective word choice. Complete and review chapter activities. | **Due by Mon 4/24:** **Blackboard:** Complete all activities in Module 14. Chapter 18 and 37 Quiz. Start drafting the argument essay. | 1, 2, 3, 4  a, c |
| **Week 15**  Apr 24  **Proctored Event-Required Attendance** | *English Skills w/ Readings* Chapters 15 cont. & 38. | Proctored Event. Complete reading test. Complete and review chapter activities. | **Due by Mon 5/1:** **Blackboard:** Complete all activities in Module 15. Chapter 38 quizzes. Complete any and all missing work up to this point.  **We will have our Proctored Event on the Vidalia campus in Building A Room 318 from 2:30-4:30pm on Thursday, April 27 and on the Swainsboro campus Thursday, April 20 from 1-3pm .** | 1, 2, 3, 4, 5  a, c |
| **Week 16**  May 1  **Finals** | *English Skills w/ Readings* Chapters 15 cont. | Complete all uncompleted work | **Due by Wed 5/3:** **Blackboard:** | 1, 2, 3, 4  a, c |

**\*Competency Areas:**

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

**\*\*General Core Educational Competencies**

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

**Discussion Board Rubric**

All discussion boards MUST contain one post and a minimum of two replies.

Original Post must contain a minimum of 100 words.

Replies must contain a minimum of 50 words.

| Criteria | A (90-100) | B (80-90) | C (70-79) | F (0-69) |
| --- | --- | --- | --- | --- |
| Critical Thinking | Rich in content  Full of thought, insight, and analysis | Substantial  Thought, insight, and analysis has taken place | Generally competent but information is thin | Rudimentary/  superficial  No analysis or insight is displayed |
| Uniqueness | New ideas  New connections made with depth and detail | New ideas or connections  Lack depth and/or detail | Few, if any new ideas or connections rehash or summarize other postings | No new ideas  “I agree with….statement |
| Timeliness | All required postings completed early in discussion so that others may respond.  Posted throughout the discussion | All required postings  Some not in time for others to read and respond | All required postings  Most at the last minute without allowing for response time | Some, or all, required postings missing |
| Stylistics | No or very few grammatical or stylistic errors | Several grammatical or stylistic errors | Obvious grammatical stylistic errors  Errors interfere with content | Obvious grammatical or stylistic errors makes understanding impossible |

| **Grading Scale –Description Paragraph** |  |
| --- | --- |
| Criteria | Score |
| Describe   * Description to support topic sentence * Descriptions stated clearly in specific language * Transitional words used to link examples | 20 |
| Writing Process   * Evidence of brainstorming & organizing ideas * Evidence of drafts and revisions * Considers audience | 5 |
| Topic Sentence   * States topic * Expresses purpose for writing * Focused * Restated in Concluding Sentence | 20 |
| Support   * Sufficient Explanations and Details * Points clarified with explanations that limit and focus the main idea * All examples and explanations relate to main point (unity) * Details are clear (clarity) * Organized according to purpose | 25 |
| Format   * Title appropriate and correct * Formatted correctly | 10 |
| Grammar   * No fragments * No run-ons * No problems with capital letters * No spelling errors | 20 |
| A ten-point penalty will be applied if **ALL** instructions are not followed. **Total Points** |  |

| Grading Scale for Cause or Effect Paragraph |  |
| --- | --- |
| **Criteria and Comments** | **Points** |
| **Cause-Effect**   * Focus on either causes or effects (not both) * Explores all causes/effects but chooses only the real ones * Considers audience * Does not oversimplify * Causes or effects organized in a logical order | 25 |
| **Structure**   * Begins with topic sentence that states whether the paragraph is a cause or effects paragraph * Supporting sentences limit and focus the main idea * Explanations and details of supporting sentences are well-developed * Closing sentence reflects topic sentence and provides closure | 25 |
| **Support**   * Examples, Details, Explanations * All examples and explanations relate to main point (unity) * Points clarified with details that limit and focus the main idea (clarity) * Organized according to purpose (coherence) * Transitions between ideas achieve coherence | 25 |
| **Grammar**   * Complete sentences: No run-ons or fragments * Correct use of commas and other punctuation * Correct use of pronouns * Correct use of verbs * Spelling and capital letters | 25 |
| A ten-point penalty will be applied if ALL instructions are not followed.  **Total Points** |  |

Five Paragraph Essay Grading Scale

**English 1010**

| **Criteria and Comments** | **Grading Scale** |
| --- | --- |
| **Content (30%)**   * Interesting, detailed * Clear Purpose * Well Developed, thorough * Content Relevant to Topic | 1 2 3 4 5 |
| X6 |  |
| **Essay & Paragraph Structure (40%)**   * Thesis * Introduction * 3 Topic Sentences * 3 Body Paragraphs * Support/Details for T.S.   Unity & Coherence  Transitions  Conclusion   * restated thesis * summary * closing remarks | 1 2 3 4 5 |
| X8 |  |
| **Grammar/Mechanics (30%)**   * Complete sentences: No run-ons or fragments * Correct use of commas and other punctuation * Correct use of pronouns * Correct use of verbs * Appropriate use of modifiers * Clear, parallel sentence structure * spelling and capital letters | 1 2 3 4 5 |
| X6 |  |
| **A ten-point penalty will be applied if ALL instructions are not followed**.  **Total Points** |  |

5 = Exceeds expectations

4 = Meets expectations

3 = Adequate performance

2 = Needs Work

1 = Inadequate

Compare/Contrast Paragraph

| **Criteria and Comments** | **Points** |
| --- | --- |
| **Compare/Contrast**   * Either Compares or Contrasts (not both) * Meaningful comparison or contrast * Interesting comparison or contrast * Developed thoroughly * Uses transitions to enhance meaning between ideas | 25 |
| **Structure**   * Begins with topic sentence that states whether paragraph is comparison or contrast * Supporting sentences limit and focus the main idea * Uses point-by-point or side-by-side organization throughout paragraph * Explanations and details well-developed * Closing sentence reflects topic sentence and provides closure | 25 |
| **Support**   * All examples and explanations relate to main point (unity) * Examples are clear (clarity) * Transitional between ideas in details to achieve (coherence) | 25 |
| **Grammar**   * Complete sentences: No run-ons or fragments * Correct use of commas and other punctuation * Correct use of pronouns * Correct use of verbs * spelling and capitalization | 25 |
| **A ten-point penalty will be applied if ALL instructions are not followed.**  **Total Points** |  |

| **Grading Scale for Process Paragraph** |  |
| --- | --- |
| **Criteria and Comments** | **Points** |
| **Order**   * Flows in an orderly manner from one step to the next * Chooses and focuses on a single process * Considers audience * Does not oversimplify or over explain * Processes organized in a logical order | 25 |
| **Structure**   * Begins with topic sentence that states the direction of the paragraph * Supporting sentences limit and focus the main idea * Explanations and details of supporting sentences are well-developed * Closing sentence reflects topic sentence and provides closure | 25 |
| **Support**   * Examples, Details, Explanations * All examples and explanations relate to main point (unity) * Points clarified with details that limit and focus the main idea (clarity) * Organized according to purpose (coherence) * Transitions between ideas achieve coherence | 25 |
| **Grammar**   * Complete sentences: No run-ons or fragments * Correct use of commas and other punctuation * Correct use of pronouns * Correct use of verbs * Spelling and capital letters | 25 |
| A ten-point penalty will be applied if ALL instructions are not followed.  **Total Points** |  |

**Process Paragraph**