

# ENGL 1010 Fundamentals of English

**COURSE SYLLABUS**

**Fall Semester 2022**

**Mini-mester B**

**7.5 weeks**

## Course information

Credit Hours/Minutes: 3/2250

Class Location: GVTC/Blackboard

Class Meets: Via Internet for 7.5 weeks

CRN: 20289

Preferred Method of Contact: Email

**Instructor Contact Information**

Instructor Name: Pete Frost

Email Address: Pete Frost (pfrost@southeasterntech.edu)

Vidalia/Office Location: 407

Office Hours: 2:00-5:00 pm

Phone: 912.538.3163

Fax Number: 912.538.3156

Tutoring Hours: By appointment

## 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](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

## REQUIRED TEXT

Langan, J.(2020). English skills with readings (10th ed.).Boston: McGraw-Hill. ISBN # 978-1-2608-9989-4

## REQUIRED SUPPLIES & SOFTWARE

Jump drive, access to Internet, and access STC’s Information Delivery System (IDS). Students are required to use Microsoft Applications for this class, specifically Microsoft Word.

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 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 communications skills. Homework assignments reinforce classroom learning.

## MAJOR COURSE COMPETENCIES

Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills; research skills; oral communications skills.

## PREREQUISITE(S)

None

## COURSE OUTLINE

1. Analysis of Writing
2. Applied Grammar and Writing Skills
3. Editing and Proofreading
4. Research Skills
5. Oral Communication Skills

## GENERAL EDUCATION CORE COMPETENCIES

STC 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)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday 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 doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at [https://portal.office.com](https://portal.office.com/), under Quick links on our webpage, or in the menu of your Blackboard course.

Weeks begin on Mondays, and work is due the following Monday by midnight.

Assignments must be completed by the assigned dates or per the instructor. Students are required to submit all assignments in American Psychological Association (APA) Style via the digital drop boxes for each assignment. Students are responsible for policies and procedures included in the STC Catalog and Handbook. Students are responsible for checking e-mails and Blackboard announcements daily. Students should be and become familiar with all tabs in gray on left in Blackboard

Students will have one week to complete assignments and two days (usually) to complete tests. All assignments are due by midnight on the following Monday of each week. For example, Week 3’s assignments should be submitted by Monday at midnight of Week 4. Exceptions will be made at the discretion of the instructor.

Weeks begin on Mondays and work is due the following Monday by midnight.

Assignments must be completed by the assigned dates or per the instructor. Students are required to submit all assignments in APA Style via the digital drop boxes for each assignment

Discussion Boards (DBs) : For DBs, students should submit a grammatically correct 100-plus word initial post and two response posts of at least 50 words apiece in order to receive full credit.

REMEMBER:

* Submit all assignments in a Word document.
* Always use APA formatting (including headings).
* Do not plagiarize. All assignments should be completed in your own words.
* Submit all assignments as attachments through the provided digital drop box. (Assignments submitted in text box will receive a 0.)
* Do not submit any written assignment in text-like format. Use standard forms of writing*.*
* It is a good idea to save all your assignments on a jump drive or the student R-drive.
* Assignments are “by week” on lesson plans but not on Blackboard. Use the left gray area to find what needs to be completed during a given week.
* Print syllabus and Lesson Plans.
* You are required to attend one of the two Proctored Events to be eligible to pass the course.

Online students are responsible for checking e-mails and Blackboard announcements daily.

## Discussion Boards

For DBs, students should submit a grammatically correct 100-word post plus two response posts of at least 50 words apiece in order to receive full credit.

## 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 by midnight on the following Monday 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**: Helen Thomas hthomas@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

**Vidalia Campus**: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

## **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 advise me and make appropriate arrangements with the appropriate campus coordinator.

**Swainsboro Campus**: Helen Thomas hthomas@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

**Vidalia Campus**: Helen Thomas hthomas@southeasterntech.edu. 912-538-3126, Building A, Room 108

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 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.

**Online Proctored Event Withdrawals**

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

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. 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. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. 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 exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.**

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.

**The required proctored event for this class is scheduled on the following day and time: Tuesday, June 29; 9:00am-1:00pm. You must be online at this time.**

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

*Assignments* are due on Mondays by midnight of the following week. Assignments must be completed by the assigned dates or per the instructor. **Extra credit work to increase a grade will not be given**. If a student misses a test during a week, a grade of zero will be assigned. Only students with extenuating circumstances (who contact the instructor during the week of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero. Extenuating circumstances are determined at the instructor’s discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken as soon as possible. Failure to follow this procedure will result in a grade of zero.

## ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states 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 STC Catalog and Student 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" 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.

Academic dishonesty includes the following:

**Collusion** (obtaining help from someone else with your writing except during peer review) and **other forms of cheating**, such as cheating on tests or quizzes, will result in a zero on the assignment.

**Plagiarism will result in a grade of “0” for the assignment—no exceptions.** You've committed plagiarism if you've done one of the following in preparing an essay, report, or assignment:

* Used three or more consecutive words written by another person without putting quotes around the words
* Used several consecutive sentences written by another person, changing the words only slightly to keep it from being an exact quotation
* Created a "mosaic" of other people's words, sentences, and paragraphs from a variety of sources
* Used someone else's ideas without citing that person as the original thinker
* Turned in a paper written in part or in whole by someone else

Plagiarism is the most serious form of academic dishonesty and can result in expulsion from a college or university.

## **STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia 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, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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 Campus3001 East 1st Street, VidaliaOffice 108 Phone: 912-538-3126Email: Helen Thomashthomas@southeasterntech.edu  | Lanie Jonas, Director of Human ResourcesVidalia Campus3001 East 1st Street, VidaliaOffice 138B Phone: 912-538-3230Email: Lanie Jonas 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 STC’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 [Southeastern Technical College Website](http://www.southeasterntech.edu/) ([www.southeasterntech.edu](file:///%5C%5Cstc-share-vid%5Cshared%24%5CAcademic%20Affairs%5CINSTRUCT%5CSYLLABI%20and%20LESSON%20PLANS%5CFY18%5CSyllabi%20Templates%20Spring%20201814%5Cwww.southeasterntech.edu)).

**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** |
| --- | --- |
| Tests | 25%  |
| Writing Assignments | 30%  |
| Quizzes/DBs/Other | 10%  |
| Grammar Final | 15%  |
| Writing Final/PE | 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

# Fall Semester B 2022 Lesson Plan

| **Date/Week** | **Chapter/Lesson** | **Content** | **Assignments & Tests Due Dates** | **Competency Area** |
| --- | --- | --- | --- | --- |
| **Week 1** **October 11 –** **October 13****PROCTORED EVENT****The required proctored event for this class is scheduled for the following day and time:** **Monday, December 5th at 3:00 pm (Vidalia campus) and Tuesday, December 6th at 3:00 pm (Swainsboro campus). You must make arrangements at attend one of the two dates.** | Chapter 19Chapter 21Chapter 22 | Introduction to Course Syllabus STC PoliciesBlackboard Workshop Subjects and VerbsFragmentsRun-ons | **Blackboard Assignments for this week are due Monday, October 17 at midnight.** * Read all documents under Getting Started/Start Here and complete Southeastern Technical College’s (STC) Acknowledgment and Student Introduction to maintain your seat in the class.The Student Introduction is a Discussion Board. The initial post should be at least 100 words. Then, respond to two classmates with at least 50 words apiece.
* Print and read thoroughly the Syllabus and Lesson Plans.
* Read and become familiar with all tabs on the left of the class in Blackboard.
* Read and study Chapters 19,21, and 22 in text.
* Go to Grammar Lessons. Complete everything in **1.**Subjects and Verbs Folder AND **2.** Fragments and Run-ons folder.
* Go to Grammar Tests. Complete Grammar Test #1 (Covers chapters 19, 21, and 22; test actually consists of two short tests.)
 | \*1, 2, 3a, c,  |
| **Week 2****October 17 –** **October 20****PROCTORED EVENT****The required proctored event for this class is scheduled for the following day and time:** **Monday, December 5th at 3:00 pm (Vidalia campus) and Tuesday, December 6th at 3:00 pm (Swainsboro campus). You must make arrangements at attend one of the two dates.** | Chapter 2Chapter. 3Chapter 4Chapter 9Chapter 23Chapter 25 | The Four Bases and the Writing ProcessFirst and Second Step in WritingThe Third Step in WritingExemplification ParagraphRegular and Irregular Verbs Standard English Verbs/ Verb Tensse  | **Blackboard assignments for this week are due by Monday, October 24 at midnight.** * Read Chapter 2 The Four Bases and the Writing Process in text *English Skills with Readings* by Langan.
* Read Chapter3 First and Second Step in Writing
* Read Chapter 4 The Third Step in Writing
* Read thoroughly Chapter 9 on Exemplification Writing.
* Read “All the Good Things” pages. 574-578.
* Go to Writing Lessons. Read, watch, and/or complete everything in The Writing Process folder and Exemplification Writing folder.
* Read Chapters 23 and 25 Regular and Irregular Verbs and Standard English Verbs.
* Go to Grammar Lessons. Complete everything in Verbs (Regular, Irregular, and Standard English Verbs) folder.
* Go to Writing Assignments and complete Exemplification/Example paragraph assignment and attach as a Word document in drop box. (Be sure to read “Formatting for Paragraphs” in the Writing folder prior to submission.)
* Go to Grammar Tests. Complete Grammar Test #2 (Covers chapters 23 and 25)
 | \*1, 2, 3, 5a, c,  |
| **Week** **3****October24 – October 27****PROCTORED EVENT****The required proctored event for this class is scheduled for the following day and time:** **Monday, December 5th at 3:00 pm (Vidalia campus) and Tuesday, December 6th at 3:00 pm (Swainsboro campus). You must make arrangements at attend one of the two dates.** | Chapter 5Chapter 6Chapter 11Chapter 30Chapter 32Chapter 33 | Fourth Step in Writing ProcessFour Bases for Revising WritingCause and Effect Paragraph Capital Letters Apostrophes Quotation Marks  | **Blackboard assignments for this week are due by Monday, October 31 at midnight.** * Read Chapter 5 Fourth Step in Writing Process
* Read Chapter 6 Four Bases for Revising Writing
* Go to Discussion Boards (DB). Complete Discussion Boards #1 and #2. (Please adhere to DB rubric found in Grading Rubrics.)
* Read thoroughly Chapter 11 on Cause/Effect Writing.
* Go to Writing Lessons. Read, watch, and/or complete everything in the Cause and/or Effect Writing folder.
* Read “How They Get You to Do That,” pages 644-651 in text. Go to Writing Lessons/Cause and/or Effect Writing, and complete the assignment (Vocab in Context and Reading Comprehension Questions, pages 649-651) and post answers.
* Read Chapters 30, 32, and 33; Capital Letters, Apostrophes, and Quotation Marks.
* Go to Grammar Lessons. Complete everything in Capital Letters, Apostrophes, and Quotation Marks folder.
* Go to Writing Assignments and complete the Cause or Effect paragraph assignment and attach as a Word document in drop box.
* Go to Grammar Tests.Complete Grammar Test #3. (Covers chapters 30, 32, and 33.)
 | \*1,2,3,5a,c, |
| **Week** **4****October 31 –** **November 3****PROCTORED EVENT****The required proctored event for this class is scheduled for the following day and time:** **Monday, December 5th at 3:00 pm (Vidalia campus) and Tuesday, December 6th at 3:00 pm (Swainsboro campus). You must make arrangements at attend one of the two dates.** | Chapter 24Chapter 28Chapter 29Chapter 34Chapter 12 | Subject /Verb Agreement Adjectives/AdverbsMisplaced/Dangling ModifiersCommas Comparison/Contrast | **Blackboard assignments for this week are due by Monday, November 7 at midnight.** * Go to Discussion Boards. Complete Discussion Boards #3, #4, and #5. (Please adhere to DB rubric found in Grading Rubrics.)
* Read thoroughly Chapter 11 on Comparison/Contrast Writing.
* Go to Writing Lessons. Read, watch, and/or complete everything in the Comparison/Contrast Writing folder.
* Read “Rowing the Bus” pp 580-585. Go to Writing Lessons/Comparison/Contrast Writing, and complete the assignment (Vocab in Context and Reading Comprehension Questions, pages 584-585) and post answers.
* Read Chapters 27, 28, and 34: Adjectives and Adverbs; Misplaced and Dangling Modifiers; and Commas and complete all assignments in the corresponding folders.
* Go to Grammar Lessons. Complete everything in **1.**Subject/Verb Agreement; 2. Misplaced/Dangling Modifiers; and **3.** Commas folder
* Go to Writing Assignments and complete the Comparison/Contrast paragraph assignment and attach as a Word document in drop box
* Go to Grammar Tests. Complete Grammar Test #4 and #5 (Covers chapters 24, 28, 29, and 34.)
 | \*1, 2, 3, 5\*\*a, b,  |
| **Week****5****November7 –** **November 10****(65% point of semester is November 14.)****PROCTORED EVENT****The required proctored event for this class is scheduled for the following day and time:** **Monday, December 5th at 3:00 pm (Vidalia campus) and Tuesday, December 6th at 3:00 pm (Swainsboro campus). You must make arrangements at attend one of the two dates.** | Chapter 7Chapter 26Chapter 27 | Description Pronoun Agreement and ReferencePronoun TypesDescriptive ParagraphWriting the Essay | **Blackboard assignments for this week are due by Monday, November 14 at midnight.** * Go to Discussion Boards. Complete Discussion Boards #6 and #7. (Please adhere to DB rubric found in Grading Rubrics.)
* Read thoroughly Chapter 7 on Descriptive Writing.
* Go to Writing Lessons. Read, watch, and/or complete everything in the Descriptive Writing folder.
* Read Chapters 26 and 27: Pronoun Agreement and Reference; and Pronoun Types.
* Go to Grammar Lessons. Complete everything in Pronouns folder.
* Go to Writing Assignments and complete the Descriptive paragraph assignment and attach as a Word document in drop box. This assignment is OPTIONAL. You may want to complete it if you need to bring up your grade. It will not count against you if you do not complete it.
* Go to Grammar Tests. Complete Grammar Test # 6. (Covers chapters 26 and 27.)
 | \*1, 2, 3, 5\*\*a ,b,  |
| **Week** **6****November 14-****November 17****(65% point of semester is November 14.)****PROCTORED EVENT** **The required proctored event for this class is scheduled for the following day and time:** **Monday, December 5th at 3:00 pm (Vidalia campus) and Tuesday, December 6th at 3:00 pm (Swainsboro campus). You must make arrangements at attend one of the two dates.** | Chapter 35Chapter 36Chapter 37Chapter 16 | Other Punctuation Marks Commonly Confused Words Effective Word Choice Writing the Essay | **Blackboard assignments for this week are due by Monday, November 21 at midnight.** * Go to Discussion Boards. Complete Discussion Boards #8. (Please adhere to DB rubric found in Grading Rubrics.)
* Read thoroughly Chapter 16 on Writing the Essay.
* Go to Writing Lessons. Read, watch, and/or complete everything in The Five Paragraph Essay folder.
* Read Chapters 35, 36, and 37: Other Punctuation Marks; Commonly Confused Words; and Effective Word Choice.
* Go to Grammar Lessons. Complete everything in the Other Punctuation Marks, Commonly, Confused Words, and Effective Word Choice folder.
* Prepare to write Essay at Proctored Event.(Final Essay exam)
* Chapters 35, 36, and 37 will be part of Final Grammar Exam, (but study all of the Grammar sections) at the Proctored Event.
 | \*1, 2, 3, 5\*\*a, b,  |
| **November 19 – November 22****THANKSGIVING BREAK** |  | **THANKSGIVING BREAK** | **THANKSGIVING BREAK** |  |
| **Week** **7****November 28 – December 1****PROCTORED EVENT NEXT WEEK****The required proctored event for this class is scheduled for the following day and time:** **Monday, December 5th at 3:00 pm (Vidalia campus) and Tuesday, December 6th at 3:00 pm (Swainsboro campus). You must make arrangements at attend one of the two dates.** |  | Review for Finals**Grammar Final****Essay Final** | **Blackboard assignments for this week are due by Monday, December 5 at midnight.** * Complete Discussion Boards #9, and #10
* Review for Finals
 | \*1, 2, 3, 5\*\*a, b, |
| **Week** **8****December 5-****December 8****PROCTORED EVENT THIS WEEK** |  | Course EvaluationsTerm Ends | Proctored Event:* Five-paragraph essay
* Grammar Final
* Course Evaluations

Course EvaluationsTerm Ends |  |

\*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

a. The ability to utilize standard written English.

b. The ability to solve practical mathematical problems.

c. The ability to read, analyze, and interpret information.

# Paragraph Rubric

| Criteria | Score |
| --- | --- |
| Example* Examples to support topic sentence
* Examples 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)
* Examples 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** |  |

ENGLISH 1010 Final Essay Rubric

| Content:* Clearly defined thesis
* Clearly defined context/purpose/audience
* Specific and relevant details/supporting examples/evidence and data
* Adequate Analysis, explanation, and/or discussion
 |  | 0 1 2 3 4 5 |
| --- | --- | --- |
| Organization:* Title appropriate and formatted correctly (APA)
* Appropriate introduction (makes the reader want to read) and conclusion (reflects and supports the thesis)
* Organized logically to support argument
* Unified paragraphs
* Coherent paragraphs
* Sensible transitions
 |  | 0 1 2 3 4 5 |
| **Content & Organization** | **40% (x4)** |  |
| Sentence Style & Syntax* Sentence structures and beginnings varied
* Sentences complex
* Efficient and sophisticated word use
* Transitions between and within sentences
 |  | 0 1 2 3 4 5 |
| Diction & Spelling* Accurate diction
* Correct word forms and endings
* Correct spelling
 |  | 0 1 2 3 4 5 |
| **Sentence Style & Syntax/Diction & Spelling** | **20% (x2)** |  |
| Grammar & Mechanics* No fragments
* No fused sentences or comma splices
* No tense shifts
* Correct subject/verb agreement
* Correct pronoun usage
* Correct pronoun reference
* Correct use of apostrophes and quotation marks
* Correct use of commas
* Correct capitalization
 |  | 0 1 2 3 4 5 |
| **Grammar & Mechanics** | **25% (x5)** |  |
| **Creativity & Imagination**Paper is insightful, original, and sophisticated. Student shows exceptional imagination and/or critical thinking. |  | 0 1 2 3 4 5 |
|  | **15% x (3)**  |  |
| **Notes:**  | **Total Grade** |  |