



ENGL 1101 Composition and Rhetoric
COURSE SYLLABUS
Online
Spring Semester 2018
Mini-mester A
7.5 weeks

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 7.5 weeks
CRN: 40164
Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Pete Frost
Office Location: 407
Office Hours: By appointment
Email Address: [Pete Frost \(pfrost@southeasterntech.edu\)](mailto:pfrost@southeasterntech.edu)
Phone: 912.538.3163
Fax Number: 912.538.3156
Tutoring Hours: By appointment

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/studentaffairs/catalog-handbook.php\)](http://www.southeasterntech.edu/studentaffairs/catalog-handbook.php).

REQUIRED TEXT

Reid, S. (2014). The Prentice Hall guide for college writers, 11th edition. Upper Saddle River, NJ: Pearson Prentice Hall; Mish, F. (Ed.). (2011).

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.

COURSE DESCRIPTION

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include: writing analysis and practice; revision; and research. Students write research papers using library resources and using a formatting and documentation style appropriate to the purpose and audience.

MAJOR COURSE COMPETENCIES

Topics include: writing analysis and practice, revision, and research.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Writing Analysis and Practice;
2. Revision;
3. Research

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain: a.

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

STUDENT REQUIREMENTS (ONLINE)

Online courses require students 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 or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. **Students are expected to complete all tests and assignments by the due dates. Students are required to submit all assigned chapter assignments via the weekly drop boxes. ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.** Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam.

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 E-Catalog. 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.

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.

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 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 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.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas](mailto:hthomas@southeasterntech.edu) (hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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 assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

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. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. 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 further 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 the originally 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, 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 will receive an "F" (Failing 0-59) in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, February 26, 3:00-5:00, Room 405 and Swainsboro Campus, February 27, 3:00-5:00, Room 2180.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Assignments are due by Mondays at midnight of the following week. Tests are made available during week assigned. Exact dates and times will be put in Announcements and delivered through email. . 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.

2. Second Offense

Student is given a grade of "WF" (Withdraw 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.

3. 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 quote
- 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:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
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<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 Blythe Wilcox bwilcox@southeasterntech.edu</p>
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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 the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.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
Writings	40%
Tests/Vocab	20%
Quizzes/DB/other	10%
Grammar Final	10%
Final Essay/PE*	20%

(*Proctored Event is required to pass.)

GRADING SCALE

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

ENGL 1101 Composition and Rhetoric

Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1 January 8- January 11</p> <p>Plan for Proctored Event. You must attend one of the two dates to be eligible to receive credit for the class.</p> <p>PROCTORED EVENT</p> <p>Vidalia Campus, February 26, 3:00-5:00, Room 405 and Swainsboro Campus, February 27, 3:00-5:00, Room 2180.</p>	<p>Chapter 12</p> <p>Grammar Section 1</p>	<p>Introduction to Course</p> <p>Syllabus</p> <p>Lesson Plans</p> <p>STC Policies</p> <p>Blackboard Workshop</p> <p>Proctored Event info</p> <p>Student Introductions</p> <p>Vocabulary List 1</p> <p>Rubrics</p>	<p><u>Blackboard Assignments for this week are due Monday 1/15 at midnight.</u></p> <ul style="list-style-type: none"> • Complete the Blackboard Orientation found on the log-in page. It's on the left under Tools. □ Read all documents under Getting Started/Start Here Items and complete STC Pledge Acknowledgment and Student Introduction to maintain your seat in class. DO THIS BY January 15th. The Student Introduction is a Discussion Board. Your initial post should be at least 100 words. Then, respond to two classmates with at least 50 words apiece. • Download Grammarly. Grammarly is a proofreading and writing enhancement platform. • Bookmark and read Chapter 12 in textbook— Researching. • Read Rubrics folder in Blackboard (BB). (Attach appropriate rubric to assigned writing upon submission.) • Check email and announcements for updates. • Print and read thoroughly Syllabus and Lesson Plans. Become familiar with menu tabs in Blackboard. • Complete Vocabulary List 1 chart (Vocabulary in BB) to prepare for Vocabulary quiz next week. • Read/study Grammar Section 1 (pages 488-497) in textbook. • Read and study thoroughly Section 1 Grammar Study folder in BB. (Grammar Lessons) in preparation for Grammar Test 1. 	<p>*1, 2, 3 a, c,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
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<p>Week 2 January 15- January 18 PROCTORED EVENT Vidalia Campus, February 26, 3:00-5:00, Room 405 and Swainsboro Campus, February 27, 3:00- 5:00, Room 2180.</p>	<p>Chapter 1 Grammar 1 Vocabulary 1-2 Chapter 6</p>	<p>Annotation Writing Myths and Rituals Vocab List 1 Readings Grammar Section 1 Investigating</p>	<p><u>ward assignments for this week are due by 1/22 Monday at midnight.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Read Annotating Folder and (Readings/Annotating) <input type="checkbox"/> Read “How to Do a Close Reading” and take quiz (Reading Quizzes). <input type="checkbox"/> Read “The Struggle for an Education” (Readings) and take quiz (Reading Quizzes). <input type="checkbox"/> Bookmark and read Chapter 6 (pages 139-143; 149-177) in textbook. –Investigating Read the first three links in <i>Essays</i> folder- Next, read “The Investigative Essay” folder. Submit Investigative essay topic to instructor via email. The sooner you do this, the sooner you can get your topic approved. <input type="checkbox"/> Complete Vocabulary List 2 chart (Vocabulary in BB) to prepare for Vocab quiz next week. <input type="checkbox"/> Take Vocabulary Exam List 1 (Vocabulary Study). <input type="checkbox"/> Take Grammar Test 1. 	<p>*1, a, c</p>
<p>Week 3 January 22- January 25 PROCTORED EVENT Vidalia Campus, February 26, 3:00-5:00, Room 405 and Swainsboro Campus, February 27, 3:00- 5:00, Room 2180.</p>	<p>Chapter 6 Chapter 12 Chapter 13</p>	<p>Chapter 13 in text. Grammar 2 Research Vocabulary List 2 APA</p>	<p><u>Blackboard assignments for this week are due by Monday 2/5 at midnight.</u></p> <ul style="list-style-type: none"> • Bookmark and read Chapter 13 in textbook— Researched Writing. • Read and bookmark pages 451-457 in textbook. (APA help) • Read all documents in <i>Research</i> folder (Writing Lessons/Essays). View the power point at least two times. • Send draft of essay to your MyLab tutor for feedback. • Read and Study Grammar Section 2 in textbook for test next week. • Work on corresponding <i>MyLab</i> exercises. • Complete grammar exercises in Bb that correspond with Section 2. • Investigative Essay due Monday, June12 at midnight. • Check email and announcements for updates. • Take Vocabulary Test List 2. 	<p>*1,2,3 a,c,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 4 February 5-February 8 PROCTORED EVENT Vidalia Campus, February 26, 3:00-5:00, Room 405 and Swainsboro Campus, February 27, 3:00-5:00, Room 2180.</p>	<p>Grammar 2 Vocabulary 3 Chapter 12 Chapter 10</p>	<p>Rubrics Grammar Exam Arguing Researching/ Drafting Types of Sources Editing and Proofreading Section 2 Grammar Section 2 Chapter 10 in text</p>	<p><u>Blackboard assignments for this week are due by Monday 2/12 at midnight.</u></p> <ul style="list-style-type: none"> • Read the Discussion Board Rubric (Rubrics folder in BB). Then read “The Pledge of Allegiance” (Readings and assessments folder) and post to forum (Discussion Boards for Readings) by week’s deadline. Read and respond to at least two other posts. • Read and bookmark pages 449-463 in textbook. • Study/ Read Grammar Section 2 in textbook and in BB. • Read and bookmark pages 485-487 in book. • Check email and announcements for updates. • Complete Vocabulary List 3 chart (Vocabulary Study in BB) to prepare for Vocabulary quiz. • Bookmark and read Chapter 10 in text— Arguing. • Read all documents in The Argumentative Essay (Essay #2) folder. • Take Grammar Test 2. 	<p>*1, 2, 3 **a, c</p>
<p>Week 5 February 12-February 15 (65% point of semester is September 18) PROCTORED EVENT Vidalia Campus, February 26, 3:00-5:00, Room 405 and Swainsboro Campus, February 27, 3:00-5:00, Room 2180.</p>	<p>Vocabulary Grammar 3 Chapter 12 Chapter 13</p>	<p>Readings Discussion Board Research/Dr afting Researched Writing Arguing Grammar Section 3</p>	<p><u>Blackboard assignments for this week are due by Monday 2/19 at midnight.</u></p> <ul style="list-style-type: none"> • Study Vocabulary Words List 3 • Read “Thank you Old People” and post to forum by midnight Wednesday. Respond to at least two other posts by Monday at midnight. *There is no quiz over this essay—only a Discussion Board. • Review your calendar for next week’s work and plan accordingly. • Check email and announcements for updates. • Study/ Read Grammar Section 3 in textbook and in BB. • Study/ Read Grammar Section 3 in textbook and in BB. • Argumentative Essay due by midnight, Monday, February 19th. (Use drop box found in Argumentative Essay folder.) • Take Grammar Test 3. 	<p>*1, 2, 3, **a</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
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<p>Week 6 February 19-February 22</p> <p>PROCTORED EVENT NEXT WEEK</p> <p>Vidalia Campus, February 26, 3:00-5:00, Room 405 and Swainsboro Campus, February 27, 3:00-5:00, Room 2180.</p>	<p>Chapter 11</p> <p>Vocabulary</p> <p>Grammar 4</p> <p>Chapter 10</p> <p>Chapter 11</p> <p>Vocabulary</p> <p>Grammar 4</p> <p>Chapter 3</p>	<p>Readings</p> <p>Responding to Literature</p> <p>Discussion Board</p> <p>MyLab Arguing</p> <p>Responding to Literature</p> <p>Readings</p> <p>Vocabulary</p> <p>Grammar</p> <p>Observing and Remembering</p>	<p><u>Blackboard assignments for this week are due by Monday 2/26 at midnight.</u></p> <p>Read and annotate “Letter to America” by Annie Wortham.</p> <ul style="list-style-type: none"> • Take quiz on “Letter to America.” • Read “Never Give Up” and take quiz • Vocabulary List 3-Complete chart to prepare for quiz. • Study/ Read Grammar Section 4 in textbook and in BB. • Take Vocabulary Test List 3. • Grammar 4 will be included as part of Grammar/Vocabulary Final. • Read and annotate Chapter 3- Observing and Remembering- in textbook, and read “The Red Chevy” in Readings. Then, take quiz over “The Red Chevy” in Reading Quizzes. • Study/ Read Grammar Section 4 in textbook and in BB. • Read all documents in The Memory Paper (Writing Lessons) (Your final essay will be an in-class memory essay-Proctored Event.) • Read “A Modest Proposal” for a good example of satire. (Readings and Assessments folder). Then, complete the Discussion Board. 	<p>*1, **a</p>
<p>Week 7 February 26-March 1</p> <p>PROCTORED EVENT</p>		<p>GRAMMAR EXAM: Unit 4 Grammar</p>	<p>Grammar Exam (Unit 4- Grammar)</p> <p>Final Essay Exam (Memory Essay)</p> <p>*You will be given writing prompt upon arrival.</p>	<p>*1, 2, 3, **a, c</p>

***Competency Areas:**

1. Writing Analysis and Practice
2. Revision
3. Research

****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.

