

# ENGL 1101 Composition and Rhetoric

**COURSE SYLLABUS**

**Online Asynchronous**

**Spring Semester (A) 2023**

**7.5 weeks**

**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

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

Class Meets: Via Internet for 7.5 weeks

Course Reference Number (CRN): 40191

Preferred Method of Contact: Email

## Instructor Contact Information

Instructor Name: Pete Frost

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

Vidalia/Office Location: 407

Office Hours: Monday-Thursday; 2:00-5:00

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

Bullock, R.G Goggin, M. D., & Weinberg, F. (2019). *The Norton Field Guide to writing with readings and Handbook (5th ed.)*. New York: W.W. Norton& Company.

## REQUIRED SUPPLIES & SOFTWARE

Students need access to Internet and are required to use Microsoft Applications for this class, specifically Microsoft Word.

Note: Although students can use their smartphones and tablets to access their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical College provides 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

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:

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. 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.

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.

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*.* (Do not use *i* or *you* in any forms of communication, for example.)
* It is a good idea to save all your assignments on a jump 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. 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 spending a minimum of 37.5 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 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.

Students are expected to complete all tests and assignments by the due dates. **NO assignments will be accepted after due dates,** and a grade of 0 will be assigned for all incomplete work. Exams will be taken on Blackboard. Students are required to submit all work in **Microsoft Word**. Blackboard assignments including essays, research papers, and dropbox submissions that are not submitted through **Microsoft Word** will not receive credit. Instructor requires **all assignments be submitted in American Psychological Association (APA) format and submitted digitally. Assignments are to be submitted through digital drop box or discussion boards only!**

## 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 of 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 by 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. Please note that I adhere strictly to deadlines.

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.

## Discussion Boards

For Discussion Boards (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. There is a rubric within Blackboard.

## 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.

## 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 (ejarrell@southeasterntech.edu](mailto:Emily%20Jarrell%20(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 (ejarrell@southeasterntech.edu](mailto:Emily%20Jarrell%20(ejarrell@southeasterntech.edu)), 478-289-2259, Building 1, Room 1210. 478-289-2274, 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.

## Discussion Boards

For Discussion Boards (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. There is a rubric within Blackboard.

## **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.

**The required proctored event for this class is scheduled on the following dates and times: Monday, February 27 at 3:00pm (Vidalia campus, Main Building, Room 405) or Tuesday, February 28 at 3:00pm (Swainsboro campus, Building 2, Room 2131).**

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 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.

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**

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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** |
| --- | --- |
| Writings | 40% |
| Tests/Vocab | 20% |
| Quizzes/DB/other | 10% |
| Grammar Final | 10% |
| Final Essay/PE\* | 20% |

## 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 Lesson Plan/ 7.5 weeks

| **Date/Week** | **Chapter/ Lesson** | **Content** | **Assignments & Tests Due Dates** | **Competency Area** |
| --- | --- | --- | --- | --- |
| **Week 1**  **January 9-January 12**  **PROCTORED EVENT**  **The required proctored event for this class is scheduled on the following dates and times: Monday, February 27 at 3:00pm (Vidalia campus) or Tuesday, February 28 at 3:00pm (Swainsboro campus).** | Grammar Handbook S  Sections 1-5 | Introduction to Course  Syllabus  Lesson Plans  STC Policies  Blackboard Workshop  Proctored Event info  Student Introduction  Vocabulary  Rubrics | **Blackboard Assignments for this week are due Monday, January 16 at midnight.**   * Complete the Blackboard Orientation found on the log-in page. * 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 11 at midnight.** 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. * Print and read thoroughly Syllabus and Lesson Plans. Take Syllabus/Lesson Plan quiz found under Syllabus and Lesson Plans. Become familiar with menu tabs in Blackboard. * Familiarize yourself with the book. Be sure to look inside the front cover and the color coding. * Download Grammarly. Grammarly is a proofreading and writing enhancement platform. * Read Rubrics folder in Blackboard (BB). (Attach appropriate rubric to assigned writing upon submission.) * Check email and announcements for updates. * Study Vocabulary Unit 7 in preparation of Vocabulary quiz next week. * Read/study Grammar Handbook Sections 1-5 (pages HB-4 to HB-28) in textbook. * Read, study, and complete Grammar Handbook Sections 1-5 (HB-4 to HB-28) in textbook for test next week. (Complete grammar exercises in Bb that correspond with Grammar Handbook Sections.) * Begin reading information in Writing Folder. (Essays and The Investigative Essay.) Next, read Chapter 12, Reporting Information. Submit Investigative essay topic to instructor via email. The sooner you do this, the sooner you can get your topic approved. * Read “The Struggle for an Education” in Readings and take quiz. * Investigative Essay due **Monday, January 30** by midnight. | 1, 2, 3  a, c, |
| **Week 2**  **January 16 (holiday)-January 19**  **PROCTORED EVENT**  **The required proctored event for this class is scheduled on the following dates and times: Monday, February 27 at 3:00pm (Vidalia campus) or Tuesday, February 28 at 3:00pm (Swainsboro campus).** | Chapter 1  Grammar Handbook S  Sections 1-5  Vocabulary 1-2  Chapter 6 | Annotation  Chapter 3  Writing Myths and Rituals  Vocab List 1  Readings  Grammar Handbook S  Sections 1-5  Reporting | * **Blackboard assignments for this week are due by Monday, January 23 at midnight**. * Read Annotating Folder and (Readings/Annotating) and “How to Do a Close Reading” by Adler and take quiz (Reading Quizzes). * Read “Multitasking Can Make You Lose…Um…Focus,” (pages 779-883) in text and take quiz (Reading Quizzes). * Read the Discussion Board rubric (rubrics folder in Bb). * Read “Rebels” (Reading folder) and complete the Discussion Board. * Read Chapter 2 (pages 10-32) in textbook. * Take Vocabulary Exam Unit 7 (Vocabulary Study). * Work on Vocabulary Unit 8 in preparation of upcoming Vocabulary quiz. * Take Grammar Test 1. * Investigative Essay due **January 30** by midnight. | 1, a, c |
| **Week**  **3**  **January 23-January 26**  **PROCTORED EVENT**  **The required proctored event for this class is scheduled on the following dates and times: Monday, February 27 at 3:00pm (Vidalia campus) or Tuesday, February 28 at 3:00pm (Swainsboro campus).** | Chapter 6  Chapter 12  Chapter 13  Grammar Handbook **S** Sections 6-9 | Part 6- Research  APA  Grammar Handbook HB Sections 6-9  Vocabulary List 2  APA | **Blackboard assignments for this week are due by Monday, January 30 at midnight.**   * Bookmark and read Part 7 (blue) in textbook—Doing Research. * Read and bookmark pages 597-626 in textbook. (APA help) * Read all documents in *Essays* folder (Writing Lessons/Essays) and American Psychological Association (at left in Blackboard.) * Read, study, and complete Grammar Handbook Sections 6-9 (HB-29 to HB-40) in textbook for test next week. (Complete grammar exercises in Bb that correspond with Grammar Handbook Sections.) * Read “Teach Diversity with a Smile” in Readings, and complete Discussion Board. * Check email and announcements for updates. * **Investigative Essay due.** | 1,2,3  a,c |
| **Week**  **4**  **January 30-February 2**  **The required proctored event for this class is scheduled on the following dates and times: Monday, February 27 at 3:00pm (Vidalia campus) or Tuesday, February 28 at 3:00pm (Swainsboro campus).** | Grammar 2  Vocabulary 3  Chapter 12  Chapter 10  Grammar Handbook **S** Sections 6-9 | Rubrics  Grammar Exam  Arguing  Researching/Drafting  Types of Sources  Editing and Proofreading  Section 2  Grammar Handbook L Sections 1-10 | * **Blackboard assignments for this week are due by Monday, February 6 at midnight.** * Read “The Pledge of Allegiance” (Readings folder) and post to forum (Discussion Boards) by week’s deadline. Read and respond to at least two other posts. * Read and bookmark pages 489-510 in textbook. * Read and Study Grammar Handbook Sections 6-9 (HB-29 to HB-40) in textbook for test this week. * Read and bookmark pages 511-518 in book. * Check email and announcements for updates. * Bookmark and read Chapter 38 in text—Arguing. * Read all documents in The Argumentative Essay (Essay #2) folder. **Due by Monday, February 13 by midnight.** Submit thesis by email for approval as soon as possible. * Read “Why I Want Wife” by Julie Syfers and complete Discussion Board. * Take Grammar Test 2. * Take Vocabulary Exam Unit 8 (Vocabulary Study). | 1, 2, 3  a, c |
| **Week 5**  **February 6-February 9**  **The required proctored event for this class is scheduled on the following dates and times: Monday, February 27 at 3:00pm (Vidalia campus) or Tuesday, February 28 at 3:00pm (Swainsboro campus).** | Vocabulary  Grammar Handbook **L** Sections 1-10  Chapter 13  Chapter 38 | Readings  Discussion Board  Research/Drafting  Researched Writing  Arguing  Grammar Handbook L Sections 1-10  Grammar Section 3 | **Blackboard assignments for this week are due by Monday, February 13 at midnight.**   * Work on Vocabulary Unit 9 in preparation of upcoming Vocabulary quiz. * 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. * Read, study, and complete Grammar Handbook L (Sections 1-10) in textbook and in BB. (Complete grammar exercises in Bb that correspond with Grammar Handbook Sections.) * **Argumentative Essay due** (Use drop box found in Argumentative Essay folder.) * Take Grammar Test 3. | 1, 2, 3,  a |
| **Week**  **6**  **February 13-February 16**  **The required proctored event for this class is scheduled on the following dates and times: Monday, February 27 at 3:00pm (Vidalia campus) or Tuesday, February 28 at 3:00pm (Swainsboro campus).** | Chapter 11  Vocabulary  Chapter 10  Chapter 11  Vocabulary  Grammar Handbook **P** Sections 1-11  Chapter 67 | Readings  Responding to Literature  Discussion Board  Memoirs  Vocabulary  Grammar | **Blackboard assignments for this week are due by Monday, February 20 at midnight.**   * Read and annotate “Letter to America” by Annie Wortham. * Take quiz on “Letter to America.” * Read “Never Give Up” and take quiz * Vocabulary List 3-Complete chart to prepare for quiz. * Read, study, and complete Grammar Handbook P (Sections 1-11) in textbook and in BB. (Complete grammar exercises in Bb that correspond with Grammar Handbook Sections.) * Take Vocabulary Exam Unit 9. * Read Chapter 10 in text, “Writing a Literacy Narrative.” * Grammar 4 will be included as part of Grammar/Vocabulary Final. * Read “All Over but the Shoutin’” in Readings (text p 224) and take quiz. * Read all documents in The Memory Paper (Writing Lessons) (Your final essay will be a timed memory essay-Proctored Event.) | 1, a |
| **Week**  **7**  **February 20-February 23**  **PROCTORED EVENT NEXT WEEK** |  | GRAMMAR EXAM: Unit 4 Grammar  Vocabulary | **Blackboard assignments for this week are due by Monday, February 27 at midnight.**   * Vocabulary Exam Units 7-9 * Read “I Believe in America” in Readings and complete quiz. * Read “Mr. Grump’s Mulberries” in Readings and complete Discussion Board. * Email instructor and indicate which campus you plan to attend for the Proctored Event. | 1, 2, 3,  a, c |
| **Week 8**  **February 27-March 1**  **PROCTORED EVENT THIS WEEK**  **The required proctored event for this class is scheduled on the following dates and times: Monday, February 27 at 3:00pm (Vidalia campus) or Tuesday, February 28 at 3:00pm (Swainsboro campus).** |  |  | **PROCTORED EVENT THIS WEEK**   * Review your grades in the gradebook and determine what grade(s) you need to make on Final exams to achieve your desired grade**.**   **Proctored Event**:   * Grammar Final (Test #4) * Writing Final (Memory Essay. You will be given prompt during assigned proctored exam.) | 1,2  a,b,c |

## Competency Areas

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

## 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.

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| **English 1101 Essay Rubric** |  | | |
| **Content & Organization** | | **40%** |  |
| * Title appropriate and properly formatted * Clearly defined thesis * Appropriate introduction (makes the reader want to read) and conclusion (demonstrates significance) * Specific, vivid, and relevant details/supporting examples * Adequate explanation/narration * Organized logically * Coherent paragraphs * Sensible transitions | |  |  |
| **Sentence Style, Syntax, and Diction** | | **20%** |  |
| * Sentence structures and beginnings varied * Sentences complex * Appropriate word use * Transitions between and within sentences | |  |  |
| **Grammar & Mechanics** | | **25%** |  |
| * 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 * Correct spelling | |  |  |
| **Creativity & Imagination** | | **15%** |  |
| * Essay is insightful and original * Student shows exceptional imaginative efforts and/or critical thinking. | |  |  |
| **Notes:** | | **Total Grade** |  |

# P. Frost 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.**

**100:** Initial post is at least 100 words. Two response posts are at least 50 words apiece. There are few if any grammatical, spelling, mechanical, or capitalization errors.

**75**: Initial post is at least 100 words. One response post is at least 50 words. There are few if any grammatical, spelling, mechanical, or capitalization errors.

**50:** There is only initial post of at least 100 words. There are few if any grammatical, spelling, mechanical, or capitalization errors.

**25:** There is only one response post of at least 50 words. There are few if any grammatical, spelling, mechanical, or capitalization errors.

\*In addition to above, points may be deducted at instructor’s discretion for content, connectivity, professionalism as deemed necessary