



ENGL 1010 Fundamentals of English
COURSE SYLLABUS
Online
Fall Semester 2018
Mini-mester A
7.5 weeks

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 7.5weeks
CRN: 20007
Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Pete Frost
Office Location: 407 Main Building
Office Hours: By appointment
Email Address: pfrost@southeasterntech.edu
Phone: 912.538.3163
Fax Number: 912.538.3156
Tutoring Hours: By appointment

REQUIRED TEXT

Langan, J.(2014). English skills with readings (9th ed.).Boston: McGraw-Hill. ISBN # 978-0-07-351356-0.

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

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:

- 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.

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 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.

Discussion Boards: 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.

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 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 of the following Monday. 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, 912-538-3126, hthomas@southeasterntech.edu, 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, 912-538-3126, hthomas@southeasterntech.edu.

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 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, Oct. 2, 3:00-5:00, 405 Main Bldg. and Swainsboro Campus, Oct. 3, 3:00-5:00, Room 2180.

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

Assignments are due on Mondays by 8:00 p.m. of the following week. *Tests* are made available at 8:00 p.m. on Thursdays and are available until Monday nights 8:00 pm. 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" 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
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

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 [STC website](#).

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%

Assessment/Assignment	Percentage
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 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1 Aug 14- Aug 21</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, Monday, Oct. 2, 3:00-5:00, Main Bldg., Room 405</p> <p>Swainsboro Campus, Tues., Oct. 3, 3:00-5:00 Room 2180</p>	<p>Ch. 18 Ch 20 Ch. 21</p>	<p>Introduction to Course Syllabus STC Policies Blackboard Workshop Subjects and Verbs Fragments Run-ons</p>	<p><u>Blackboard Assignments for this week are due by Monday, May 29 at midnight.</u></p> <ul style="list-style-type: none"> • Read all documents under Getting Started/Start Here and complete STC Acknowledgment and Student Introduction to maintain your seat in the class. • Go to STC's home web site; click on Library, click on Fall 2018 Student Information and Policies Packet" (in Word Format) and read. This information is useful in every course taken at STC. • Read and become familiar with all tabs on the left of the class in Blackboard. • Read and study Chapters 18, 20, and 21 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 18, 20, and 21; test actually consists of two short tests.) 	<p>*1, 2, 3 a, c,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 2 Aug 21-Aug 28</p> <p>PROCTORED EVENT</p> <p>Vidalia Campus, Monday, Oct. 2, 3:00- 5:00, Main Bldg., Room 405</p> <p>Swainsboro Campus, Tues., Oct. 3, 3:00-5:00 Room 2180</p>	<p>Ch. 2 Ch. 3 Ch. 4</p> <p>Ch. 8</p> <p>Ch. 22 Ch. 23</p>	<p>The Four Bases and the Writing Process</p> <p>First and Second Step in Writing</p> <p>The Third Step in Writing</p> <p>Exemplification Paragraph</p> <p>Regular and Irregular Verbs pp. 394-401</p> <p>Standard English Verbs pp. 402-409</p>	<p><u>Blackboard Assignments for this week are due by Monday, Aug 28 at midnight.</u></p> <ul style="list-style-type: none"> • Read Ch. 2 The Four Bases and the Writing Process in text <i>English Skills with Readings</i> by Langan. • Read Ch.3 First and Second Step in Writing • Read Ch.4 The Third Step in Writing • Read thoroughly Chapter 8 on Exemplification Writing. • Read “All the Good Things” pp. 548-552. • Go to Writing Lessons. Read, watch, and/or complete everything in The Writing Process folder and Exemplification Writing folder. • Read Chs.22-23 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. • Go to Grammar Tests. Complete Grammar Test #2 (Covers chapters 22-23) 	<p>*1, 2, 3, 5 a, c,</p>

<p>Week 3 Aug 28-Sept 4</p> <p>PROCTORED EVENT</p> <p>Vidalia Campus, Monday, Oct. 2, 3:00-5:00, Main Bldg., Room 405</p> <p>Swainsboro Campus, Tues., Oct. 3, 3:00-5:00 Room 2180</p>	<p>Ch. 5 Ch. 6</p> <p>Ch. 10 Ch. 30 Ch. 32 Ch. 33</p>	<p>Fourth Step in Writing Process Four Bases for Revising Writing</p> <p>Cause and Effect Paragraph Capital Letters pp. 447-455. Apostrophes pp. 460- 467 Quotation Marks pp. 468-475</p>	<p><u>Blackboard Assignments for this week are due by Monday, Sept. 4 at midnight.</u></p> <ul style="list-style-type: none"> • Read Ch. 5 Fourth Step in Writing Process • Read Ch. 6 Four Bases for Revising Writing • Go to Discussion Boards. Complete Discussion Boards #1 and #2. (Please adhere to DB rubric found in Grading Rubrics.) • Read thoroughly Ch. 10 on Cause/Effect Writing. • Go to Writing Lessons. Read, watch, and/or complete everything in the Cause and/or Effect Writing folder. • Read “Do It Better,” pp. 602-610 in text. Go to Writing Lessons/Cause and/or Effect Writing, and complete the assignment (Vocab in Context and Reading Comprehension Questions, pp. 608-610) 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 	<p>*1,2,3,5 a,c,</p>
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Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			#3. (Covers chapters 30, 32, and 33.)	
<p>Week 4 Sept 4-Sept 18</p> <p>PROCTORED EVENT</p> <p>Vidalia Campus, Monday, Oct. 2, 3:00- 5:00, Main Bldg., Room 405</p> <p>Swainsboro Campus, Tues., Oct. 3, 3:00-5:00 Room 2180</p>	<p>Ch. 24</p> <p>Ch. 27</p> <p>Ch. 28</p> <p>Ch. 34</p> <p>Ch. 11</p>	<p>Subject /Verb Agreement</p> <p>Adjectives/Adverbs</p> <p>Misplaced/Dangling Modifiers</p> <p>Commas Comparison/Contrast</p>	<p><u>Blackboard Assignments for this week are due by Monday, Sept 18 at midnight.</u></p> <ul style="list-style-type: none"> • 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 Chs. 27, 28, and 34: Adjectives and Adverbs; Misplaced and Dangling Modifiers; and Commas. • 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, 27, 28, and 34.) 	<p>*1, 2, 3, 5 **a, b,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 5 Sept. 18-Sept 25</p> <p>PROCTORED EVENT</p> <p>Vidalia Campus, Monday, Oct. 2, 3:00-5:00, Main Bldg., Room 405</p> <p>Swainsboro Campus, Tues., Oct. 3, 3:00-5:00 Room 2180</p>	<p>Ch. 14 Ch. 25 Ch. 26</p>	<p>DescriptionPronoun Agreement and Reference Pronoun Types Descriptive Paragraph Writing the Essay</p>	<p><u>Blackboard Assignments for this week are due by Monday, Sept. 25 at midnight.</u></p> <ul style="list-style-type: none"> • Go to Discussion Boards. Complete Discussion Boards #6 and #7. (Please adhere to DB rubric found in Grading Rubrics.) • Read thoroughly Chapter 14 on Descriptive Writing. • Go to Writing Lessons. Read, watch, and/or complete everything in the Descriptive Writing folder. • Read Chs. 25 and 26: 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 25 and 26.) 	<p>*1, 2, 3, 5 **a ,b,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 6 Sept. 25- Oct. 2</p> <p>PROCTORED EVENT</p> <p>Vidalia Campus, Monday, Oct. 2, 3:00- 5:00, Main Bldg., Room 405</p> <p>Swainsboro Campus, Tues., Oct. 3, 3:00-5:00 Room 2180</p>	<p>Ch. 35 Ch. 39 Ch. 40Ch. 17</p>	<p>Other Punctuation Marks Commonly Confused Words Effective Word Choice</p> <p>Writing the Essay</p>	<p><u>Blackboard Assignments for this week are due by Monday, Oct. 2 at midnight.</u></p> <ul style="list-style-type: none"> • Go to Discussion Boards. Complete Discussion Boards #8, #9, and #10 (Please adhere to DB rubric found in Grading Rubrics.) • Read thoroughly Chapter 17 on Writing the Essay. • Go to Writing Lessons. Read, watch, and/or complete everything in The Five Paragraph Essay folder. • Read Chapters 35, 39, and 40: 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, 39, and 40 will be part of Final Grammar Exam. 	<p>*1, 2, 3, 5 **a, b,</p>
<p>Week 7 Oct. 2- Oct. 3</p>		<p>Grammar Final</p>	<p><u>Blackboard Assignments for this week are due by Oct. 3 at midnight.</u> Grammar Final this week.</p> <ul style="list-style-type: none"> • Final Essay due this week. • (Proctored Event) 	<p>*1, 2, 3, 5 **a, b,</p>

*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.