



**ENGL 1010: Fundamentals of
English I
COURSE SYLLABUS
Fall Semester 2016
Hybrid: 60/40**

Semester: Fall 2016
Course Title: Fundamentals of English I
Course Number: ENG 1010
Credit Hours/ Minutes: 3 / 2250
Class Location: Blackboard/ Room 1120 (BLDG)
Class Meets: M- 11:00-12:40
CRN: 20014
Preferred Method of Contact: Owl Mail

Instructor: Laquanda Thomas
Office Hours: MW: 8-10 & TR: 8-9
Office Location: Rm. 1115-Building 1-Swainsboro
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Phone: 478.289.2219
Fax Number: 478.289.2263
Tutoring Hours: Monday-Thursday- 3:30-5:00

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

REQUIRED TEXT: Langan, John. (2015). *English Skills with Readings*. 9th ed. New York, NY: McGraw-Hill.

REQUIRED SUPPLIES & SOFTWARE: flash drive, loose leaf paper and binder, pencils, blue-black pens, and access to Internet and STC's Information Delivery System (IDS).

Note: Although students can use their smart phones and tablets to access the online portion of their 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 complete the online portion of the 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 communication skills.

MAJOR COURSE COMPETENCIES:

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

PREREQUISITE(S): ENGL 0090 OR Appropriate Placement Test Score AND READING 0090—Reading II OR Appropriate Placement Test Score.

COURSE OUTLINE:

1. Analysis of Writing

2. Applied Grammar and Writing Skills
3. Editing and Proofreading
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: Students must have their books by the second week of class. Making copies from the textbook is against copyright laws and will not be done. Students are expected to bring all materials, especially their books, to class. Failure to do so will result in a ten-point penalty on the next grammar exam. Students are required to complete all assignments on the lesson plan by their due dates to exit the class. All assignments must be in APA format, typed in Microsoft Word, and submitted in a Blackboard drop box on the due date to get a grade. **Late writing assignments will not be accepted. Writing assignments sent through OWL mail will not be accepted.**

CELL PHONE POLICY: As STC policy states, cell phones are not to be used while in class. When students enter the classroom, cell phones should be placed on silent or vibrate. If cell phones become a problem, the instructor reserves the right to give a quiz to the entire class or give an individual quiz to the person not adhering to policy (upon the discretion of the instructor) each time a phone rings/vibrates or anytime a student is caught using a phone in class. Cell phone quizzes will be put into the grade book. During exams, if a student is caught with a phone or caught texting during a test, he or she will be given a zero.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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 have exactly one week from the date of an absence to make up a test or quiz grade.*
Homework assignments are not accepted after the due date.**

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.

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, Room 108 Vidalia Campus, (912)-538-3126, to coordinate reasonable accommodations.

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 Special Needs Office--Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

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.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Tests and assignments must be completed on the assigned date in the course calendar or per the instructor. **Students can make up test within one week of missing the assignment.** If the student does not make up this assignment within the one week period, a zero will be given without any other make-up opportunities. There are no late submissions for writing assignments. If you do not submit the assignment by the due date, a zero will be given for the assignment. There is one day provided on the class calendar to make up **one** writing assignment of the student's choice. Students can make up this assignment if they missed the deadline, or they want to revise the writing assignment to improve the grade. (This applies to one writing assignment only). There are absolutely no make ups for homework assignments.

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:

--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.

--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.

--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 second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

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 at www.southeasterntech.edu.

GRADING POLICY

Tests	25%	GRADING SCALE A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 0-59
HWA/Quiz	10%	
Discussion	10%	
Writing Assignments	30%	
Grammar final	10%	
Essay final	15%	

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.*

DISCUSSION POSTS: You will be required to complete several discussion posts during the semester. You will submit an initial post for each discussion question with a minimum of 100 words and 2 replies with a minimum of 50 words each. **Your discussions should be a total of 200 words or more.**

***Feedback for writing assignments takes approximately two to three weeks.

**ENG 1010 Spring Calendar
Hybrid (F2F) 60/(Blackboard) 40)**

Date	Content	Assignment/ HW	Comp Area
Week 1	August 15	<p>Monday: Syllabus/ Information and Policies Packet/ Classroom Expectations and Procedure/ Youtube: Kid President: Pep Talk Parts of Speech PowerPoint Bb: Discussion Question 1 (due Tuesday, August 23 by 11:59 pm) Bb: Syllabus Quiz (due Tuesday, August 23, 2016 by 11:59 pm) HW: Read syllabus thoroughly and quiz HW: Read chapter 1: An Introduction to Writing HW: Read chapter 2: The Four Bases and the Writing Process</p>	<p>*1,2,3,5 **a,c **Note: Discussion questions are due on Tuesday nights. Students have one week to complete **Assignment deadlines are on various dates, but listed in the course calendar.</p>
Week 2	August 22	<p>Monday: Parts of Speech Cont'd Sentences PowerPoint HW: Parts of Speech worksheet (due in class on Monday, August 29 completed) Bb: Grammar Bytes: Fragments and Run-ons. Print handout, complete, and bring to class on Monday, August 29, 2016 HW: Activity: Complete outline on pg. 5 of textbook.</p>	<p>*1,2,3,5 *a,c</p>
Week 3	August 29	<p>Monday: Parts of Speech Quiz Sentences Cont'd/ Fragments and Run-ons Practice: Run-on Sentence/Comma Splice Practice(Grammar Bytes link) Writing an effective paragraph Bb: Practice Quiz (due Monday, September 12 by 11:00 am) PPT(discussion)/ Exemplification Paragraph Bb: Week 3- exemplification paragraph topics: Begin prewriting Class: Work on drafting exemplification paragraph in class. HW: Read chapter 2 & chapter 8 HW: Write Exemplification paragraph rough draft. (Monday, September 12, 2016) Bring to class</p>	<p>*1,2,3,5 **a,c</p>
September 5, 2016 Labor Day Holiday			

<p>Week 4</p>	<p>September 12</p>	<p>Monday: Sentence Quiz Exemplification Paragraph (rough draft) due in class. Peer Review: Exemplification paragraph RD Class: Writers Workshop: Students use peer review in class and feedback to write final drafts.</p> <p>APA format (Lecture and model) Bb: Library Project: due in week 5</p>	
<p>Week 5</p>	<p>September 19</p>	<p>Monday: Grammar Test 1</p> <p>Bb: Library Project: due Tuesday, September 26, 2016 by 11:59 pm Bb: Exemplification Paragraph: Submit final drafts in week 5. Submit to Bb drop box Tuesday, September 20, 2016 by 11:59pm. Bb: Discussion Question 2 (due Tuesday, September 26 by 11:59 pm)</p>	<p>*1,2,3,4,5 **a,c</p>
<p>Week 6</p>	<p>September 26</p>	<p>Monday: Noun PowerPoint: Sing/Plur HW: Noun (Singular/Plural)Worksheet (due in class Monday, October 3, 2016 completed) Bb: Nouns Practice Quiz (due Monday, October 3, 2016 by 11:00 am) Noun PowerPoint (Possession) Cause or Effect Paragraph: begin prewrite activity Bb: Discussion Question 3 (due Tuesday, October 4, 2016 by 11:59 pm) HW: Cause or Effect Paragraph Assignment Rough draft due in class Monday, October 3, 2016 HW: Read Chapter 10: Cause or Effect Paragraph HW: Noun (Possession) Worksheet (due in class Monday, October 3, 2016 completed)</p>	<p>*1,2,3,4,5 **a,c</p>
<p>Week 7</p>	<p>October 3</p>	<p>Monday: Grammar Test 2: Nouns (Singular/Plural/Possession) Peer Review: Cause or Effect Paragraph Assignment (RD) due in class Pronouns</p> <p>Pronoun Antecedent HW: Pronoun Worksheet (due in class Monday, October, 10, 2016)</p>	<p>*1,2,3,5 **a,c</p>

		Bb: Pronoun Practice Quiz due Monday, October 10 by 11:00 am.	
Week 8	October 10	Monday : Review Pronouns Grammar Test 3: Pronouns Bb: Cause or Effect Paragraph Final Draft due Tuesday, October 11, 2016 by 11:59 pm. Compare/Contrast Paragraph Bb: Discussion Question 5 (due Tuesday, October 18, 2016 by 11:59 pm) HW: Read Chapter 11: Comparison and/or Contrast HW: Begin drafting Compare/Contrast Paragraph	*1,2,3,5 **a,c
Week 9	October 17	Monday: Verbs/ Subject-verb Agreement Bb: Verbs Practice Quiz (due on Monday, October 24, 2016 by 11:00 am) Bb: Discussion Question 6 (due Tuesday, October 25, 2016 by 11:59 pm) HW: Verbs practice worksheet (due in class Monday completed)	*1,2,3,4,5 **a,c
Week 10	October 24	Monday: Grammar Test 4: Verbs Essay Writing(Parts of an Essay) Bb: Submit Compare/Contrast Paragraph Wednesday, October 26, 2016 by 11:59 pm. HW: Read Chapter 17: Writing the Essay Bb: Cause or Effect Essay Assignment Begin drafting in class	*1,2,3,4,5 **a,c
Week 11	October 31	Monday: Commas HW: Commas Worksheets (due in class Monday completed) Bb: Discussion Question 7 (due Tuesday, November 8, 2016 by 11:59 pm) Bb: Commas Practice Quiz Peer Review: Bring Cause or Effect Essay Rough Draft to class Monday, November 14, 2016	*1,2,3 **a,c

Week 12	November 7	<p>Monday: Comma Review/Practice Cause or Effect Activity Why the chicken crossed the road? / The effects of the chicken crossing the road. Bb: Watch Video on five paragraph essay and complete Discussion Question 8 Bb: Discussion Question 9</p> <p>Review for Commas Test</p>	*1,2,3 **a,c
Week 13	November 14	<p>Monday: Grammar Test 5: Commas Semi-colons/Colons HW: Semi-colons/ Colons Worksheet (due in class Monday completed) Bb: Cause or Effect Essay Final Draft due Wednesday, November 16, 2016 by 11:59 pm</p>	
Week 14	November 21	<p>Monday: Other Punctuation Bb: Practice Quiz</p> <p>Writing the Exemplification Essay Bb: Exemplification Essay Outline (due) Bb: Discussion Question 10: Reflection</p> <p>Final Exam topics (Exemplification Essay Outline due Tuesday, November 28, 2016 by 11:59 pm)</p>	*1,2,3 **a,c
<p>November 23-25 Thanksgiving Break! Enjoy!!</p>			
Week 15	November 28	<p>Monday: Make-up Day (Writing Assignment Only) These will be revised in the computer lab during class time. Final Review</p> <p>Final Exam appointments November 28-December 1</p>	*3 **a,c
Final Exam Days	December 5-7 Final Exam Week	<p>Final Exam: Grammar and Essay Monday: Grammar</p> <p>Wednesday: Essay</p>	*1,2,3,4,5 **a,c

Discussion questions are due Tuesday nights at 11:59 pm.

****Instructor reserves the right to change the syllabus and/or lesson plan as necessary. ****

***Competency Areas:**

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**

- 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.

Grading Scale –Exemplification Paragraph	
<u>Example</u> <ul style="list-style-type: none"> • Examples to support topic sentence • Examples stated clearly • Transitional words used to link examples 	20
<u>Writing Process</u> <ul style="list-style-type: none"> • Evidence of brainstorming & organizing ideas • Evidence of drafts and revisions • Considers audience 	15
<u>Topic Sentence</u> <ul style="list-style-type: none"> • States topic • Expresses opinion attitude or feeling • Focused • Restated as Concluding Sentence 	20
<u>Support</u> <ul style="list-style-type: none"> • 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 • Connecting Words between ideas achieve coherence 	25
<u>Title</u>	10

<ul style="list-style-type: none">• Appropriate• Formatted correctly	
<u>Grammar</u> <ul style="list-style-type: none">• Complete Sentences• Correct use of commas	10
A ten-point penalty will be applied if ALL instructions are not followed. <u>Total Points</u>	

Cause/Effect Paragraph	
<ul style="list-style-type: none"> • Focus on either causes or effects (not both) • Explores all causes/effects but chooses only the real ones • Considers audience • Does not oversimplify • Causes or effects organized in a logical order 	25
<p><u>Structure</u></p> <ul style="list-style-type: none"> • Begins with topic sentence that states whether the paragraph is a cause or effects paragraph • Supporting sentences limit and focus the main idea • Explanations and details of supporting sentences are well-developed • Closing sentence reflects topic sentence and provides closure 	25
<p><u>Support</u></p> <ul style="list-style-type: none"> • Examples, Details, Explanations • All examples and explanations relate to main point (unity) • Points clarified with details that limit and focus the main idea (clarity) • Organized according to purpose (coherence) • Transitions between ideas achieve coherence 	25
<p><u>Grammar</u></p> <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • Spelling and capital letters 	25
<p>A ten-point penalty will be applied if ALL instructions are not followed.</p> <p style="text-align: right;"><u>Total Points</u></p>	

<u>Grading Scale – Compare/Contrast Paragraph</u>	
<p><u>Compare/Contrast</u></p> <ul style="list-style-type: none"> • Either Compares or Contrasts (not both) • Meaningful comparison or contrast • Interesting comparison or contrast • Developed thoroughly • Uses transitions to enhance meaning between ideas 	25
<p><u>Structure</u></p> <ul style="list-style-type: none"> • Begins with topic sentence that states whether paragraph is comparison or contrast 	25

<ul style="list-style-type: none"> • Supporting sentences limit and focus the main idea • Uses point-by-point or side-by-side organization throughout paragraph • Explanations and details well-developed • Closing sentence reflects topic sentence and provides closure 	
<p><u>Support</u></p> <ul style="list-style-type: none"> • All examples and explanations relate to main point (unity) • Examples are clear (clarity) • Transitional between ideas in details to achieve (coherence) 	25
<p><u>Grammar</u></p> <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • spelling and capitalization 	25
<p>A ten-point penalty will be applied if ALL instructions are not followed.</p> <p><u>Total Points</u></p>	

Five-Paragraph Essay Grading Scale English 1010	
<u>Content (30%)</u> <ul style="list-style-type: none"> • Interesting, detailed • Clear Purpose • Well Developed, thorough • Content Relevant to Topic 	1 2 3 4 5
X6	
<u>Essay & Paragraph Structure (40%)</u> <ul style="list-style-type: none"> • Thesis • Introduction • 3 Topic Sentences • 3 Body Paragraphs Support/Details for T.S. Unity & Coherence • Transitions • Conclusion restated thesis summary closing remarks 	1 2 3 4 5
X8	
<u>Grammar/Mechanics (30%)</u> <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • Appropriate use of modifiers • Clear, parallel sentence structure • spelling and capital letters 	1 2 3 4 5
X6	
A ten-point penalty will be applied if ALL instructions are not followed. Total Points	

- 5 = Exceeds expectations
- 4 = Meets expectations
- 3 = Adequate performance
- 2 = Needs Work
- 1 = Inadequate

Calendar

English 1010: Fundamentals of English

Due Dates

Use these dates as a map for the course. These dates can help you plan for assignments and organize the due dates around important personal events, other courses, and other course assignments. There is only one chance to make up a writing assignment in this course; therefore, I would suggest that you use this calendar to plan ahead. This schedule is subject to change as seen fit by the instructor.

Tuesday, August 23, 2016 by 11:59 pm: Syllabus Quiz. (**Blackboard**)

Monday, August 29, 2016: Parts of Speech Quiz.

Monday, August 29, 2016: Grammar Bytes Worksheets (In class)

****Monday, September 5, 2016:** Student holiday: Labor day

Monday, September 12, 2016: Sentence Quiz.

Monday, September 12, 2016: Exemplification Paragraph (RD) due in class.

Monday, September 19, 2016: Grammar Test 1: Parts of Speech and Sentences.

Tuesday, September 20, 2016 by 11:59 pm: Exemplification Paragraph (FD) due in **Blackboard**.

Tuesday, September 26, 2016 by 11:59 pm: Library Project due in **Blackboard**

Monday, October 3, 2016 by 11:00 am (before class): Noun Practice Quiz

Monday, October 3, 2016: Grammar Test 2: Nouns.

Monday, October 3, 2016: Cause or Effect Paragraph RD due (In class).

Tuesday, October 11, 2016 by 11:59 pm: Cause or Effect paragraph (FD) due in **Blackboard**.

Monday, October 10, 2015 by 11:59 pm: Pronoun Practice Quiz

Monday, October 10, 2016: Grammar Test 3: Pronouns

Wednesday, October 26, 2016 by 11:59 pm: Compare or Contrast paragraph FD in **Blackboard**.

Monday, October, 24, 2016: Grammar Test 4: Verbs

Monday, November 14, 2016: Cause or Effect Essay (In class).

Monday, November 14, 2016: Grammar Test 5: Commas

Wednesday, November 16, 2016 by 11:59 pm: Cause or Effect Essay final draft is due in **Blackboard**

Monday, November 28, 2016 by 11:59 pm: Exemplification Essay Outline in **Blackboard**.

Monday, November 28, 2016: Make up day for writing assignments. (Computer Lab)

November 28-December 1: Final exam tutoring and appointments

December 5: Final Exam: Grammar

December 7: Final Exam: Essay

Discussion Questions (10)