



ENGL 1010: FUNDAMENTALS OF ENGLISH I

COURSE SYLLABUS

Hybrid: 60/40

Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Class Location: 2131, Building 2-Swainsboro

Class Meets: Monday 11:00-12:40

CRN: 20032

Preferred Method of Contact: lthomas@southeasterntech.edu or Contact the Instructor forum

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Laquanda Thomas

Office Location: 2132-Building 2, Swainsboro

Office Hours: MW: 8:00-10:00/ TR: 8:00-9:00

Email Address: lthomas@southeasterntech.edu

Phone: 478.289.2219

Fax Number: 478.289.2263

Tutoring Hours (if applicable): MW-9:00-11:00 & TR-1:00-3:00

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

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. Folder with pockets, loose-leaf paper, binder, pencils, pens, **reliable** internet access, personal e-mail account, and access to STC's Information Delivery System (IDS) -- Students are required to use Microsoft Applications for this class, specifically Microsoft Word.

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 (HYBRID)

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.

HYBRID ATTENDANCE

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.

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.

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 it due to absence.** If the student does not make up the

test 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. Homework assignments must be submitted on the date it is due. No homework accepted after the due date. No make-ups available 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:

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.

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	Blythe Wilcox, Director of Human Resources Vidalia Campus

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	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, STC's Information Delivery System (IDS), 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%
HW/Quizzes	10%
Discussion	10%
Writing Assignments	30%
Final Exam (Grammar)	10%
Final Exam (Essay)	15%

GRADING SCALE

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

ENGL 1010 Foundations of English

Fall Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1 August 14</p>	<p>Chapter 1 and 2</p>	<p>Parts of Speech/ Writing Process</p>	<p>Class: Syllabus/ Information and Policies Packet/ Classroom Expectations and Procedure/ Youtube: Kid President-Pep Talk Parts of Speech (Notes) Hybrid: Discussion Question 1 (due Tuesday, August 22 by 11:59 pm) Hybrid: Orientation Quiz due August 22 by 11:59 pm. Hybrid: Read syllabus thoroughly and quiz Hybrid: Syllabus Quiz (due Tuesday, August 22 by 11:59 pm) Hybrid: Read chapter 1: An Introduction to Writing Hybrid: Read chapter 2: The Four Bases and the Writing Process</p>	<p>*1,2,3,5 **a,c</p>
<p>Week 2 August 21</p>	<p>Chapter 1</p>	<p>Writing Paragraphs/ Grammar/ Parts of Speech/ Avoiding run-ons</p>	<p>Class: Parts of Speech Cont'd Sentences PowerPoint Class: Writing an effective paragraph (Group) Hybrid: Parts of Speech worksheet (due in class on Monday, August 28 completed) Hybrid: Grammar Bytes: Fragments and Run-ons. Print handout, complete, and bring to class on Monday, August 28 Hybrid: Activity: Complete outline on pg. 5 of textbook (due in class on Monday, August 28).</p>	<p>*1,2,3,5 *a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 3</p> <p>August 28</p>	<p>Chapter 2 & 8</p>	<p>Drafting/ Parts of Speech/Sentences</p>	<p>Class: Sentences Cont'd/ Fragments and Run-ons Practice: Run-on Sentence/Comma Splice Practice(Grammar Bytes link) Exemplification Paragraph Class: Work on drafting exemplification paragraph in class. Class/Hybrid- exemplification paragraph topics: Begin prewriting Hybrid: Write exemplification paragraph (rough draft) due in class on September 11, 2017 Hybrid: Read chapter 2 & chapter 8</p>	<p>*1,2,3,5 **a,c</p>
<p>Week 4</p> <p>September 11</p>	<p>Chapter 3 and 4</p>	<p>Exemplification Paragraph/ Drafting/ APA Format/ APA/ Library Project</p>	<p>Class: Parts of Speech & Sentence Quiz Class: Exemplification Paragraph (rough draft) due in class. Class: Peer Review-Exemplification paragraph RD Class: Writers Workshop: Students use peer review in class and feedback to write final drafts. Class: APA format (Lecture and model) Hybrid: Revise exemplification paragraph rough draft. (Final draft due Tuesday, September 19, 2017) Hybrid: Library Project: due in week 8</p>	<p>*1,2,3,5 **a,c</p>
<p>Week 5</p> <p>September 18</p>	<p>Chapter 8</p>	<p>Exemplification Paragraph/ Test Parts of Speech & Sentences</p>	<p>Class: Grammar Test 1 Hybrid: Exemplification Paragraph: Submit final drafts in week 5. Submit in Blackboard in the Writing Assignment folder Tuesday, September 19, 2017 by 11:59 pm Hybrid: Discussion Question 2 (due Tuesday, September 26, 2017 by 11:59 pm)</p>	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 6</p> <p>September 25</p>	<p>Chapter 10/ Chapter 32</p>	<p>Nouns/Writing Process/Cause or Effect paragraph</p>	<p>Class: Noun PowerPoint: Sing./Plural Hybrid : Noun (Singular/Plural)Worksheet (due in class Monday, October 2, 2017 completed) Hybrid: Nouns Practice Quiz (due Monday, October 2, 2017 by 11:00 am) Class: Noun PowerPoint (Possession) Class: Cause or Effect Paragraph- begin prewrite activity Hybrid: Discussion Question 3 (due Tuesday, October 3, 2017 by 11:59 pm) Hybrid: Brainstorming activity (due Wednesday, October 4, 2017 by 11:59 pm.) Hybrid: Cause or Effect Paragraph Assignment. Rough draft due in class Monday, October 2, 2017 Hybrid: Read Chapter 10: Cause or Effect Paragraph Hybrid: Noun (Possession) Worksheet (due in class Monday, October 2, 2017 completed)</p>	<p>*1,2,3,4,5 **a,c</p>
<p>Week 7</p> <p>October 2</p>	<p>Nouns & Pronouns/ Chapter 25 & 26</p>	<p>Nouns/Pronouns/Cause or Effect paragraph</p>	<p>Class: Grammar Test 2-Nouns (Singular/Plural/Possession) Class: Peer Review: Cause or Effect Paragraph Assignment (RD) due in class. Class: Pronouns & Pronoun Antecedent ppt. Hybrid: Pronoun Worksheet (due in class Monday, October 9, 2017) Hybrid: Pronoun Practice Quiz due Monday, March 6, 2017 by 11:00 am.</p>	<p>*1,2,3,5 **a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 8 October 9</p>	<p>Chapter 11: Comparison and/or Contrast</p>	<p>Pronouns/Cause or Effect Paragraph/Library Project/ Comparison and/or Contrast Paragraph</p>	<p>Class: Grammar Test 3: Pronouns Hybrid: Cause or Effect Paragraph final draft due Tuesday, October 17, 2017 by 11:59 pm. Hybrid: Library Project-due Tuesday, October 10, 2017 by 11:59 pm Class: Compare/Contrast Paragraph Hybrid: Discussion Question 5 (due Tuesday, October 17, 2017 by 11:59 pm) Hybrid: Read Chapter 11: Comparison and/or Contrast Hybrid: Begin drafting Compare/Contrast Paragraph</p>	<p>*1,2,3,5 **a,c</p>
<p>Week 9 October 16</p>	<p>Chapter 18, 22, 23 & 24</p>	<p>Verbs</p>	<p>Class: Verbs/ Subject-verb Agreement Hybrid: Verbs Practice Quiz (due on Monday, October 23, 2017 by 11:00 am) Hybrid: Discussion Question 6 (due Tuesday, October 24, 2017 by 11:59 pm) Hybrid: Verbs practice worksheet (due in class completed on Monday, October 23, 2017)</p>	<p>*1,2,3,4,5 **a,c</p>
<p>Week 10 October 23</p>	<p>Chapter 17: Writing the Essay</p>	<p>Verbs/ Essay writing</p>	<p>Class: Grammar Test 4- Verbs Class: Essay Writing(Parts of an Essay) Hybrid: Submit Compare/Contrast Paragraph Wednesday, October 25, 2017 by 11:59 pm. Hybrid: Read Chapter 17: Writing the Essay Hybrid: Cause or Effect Essay Assignment. Begin drafting in class. Continue drafting until complete and ready to submit.</p>	<p>*1,2,3,4,5 **a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 11</p> <p>October 30</p>	<p>Chapter 34</p>	<p>Commas/ Cause or Effect Essay</p>	<p>Class: Commas Hybrid: Commas Worksheets (due in class Monday, November 13 completed) Bb: Discussion Question 7 (due Tuesday, November 7, 2017 by 11:59 pm) Hybrid: Commas Practice Quiz (due November 13, 2017 by 11:00 am) Class: Peer Review: Bring Cause or Effect Essay Rough draft to class Monday, November 6, 2017</p>	<p>*1,2,3 **a,c</p>
<p>Week 12</p> <p>November 6</p>	<p>Chapter 34</p>	<p>Commas/ Cause or Effect Essay</p>	<p>Class: Comma Review/Practice Class: Cause or Effect Activity Why the chicken crossed the road? / The effects of the chicken crossing the road. Class: Review for Commas Test Class: Peer Review-Bring Cause/Effect essay to class.</p> <p>Hybrid: Watch video on five paragraph essay Hybrid: complete Discussion Question 8 due Tuesday, November 14, 2017 by 11:59 pm. Hybrid: Discussion Question 9 due Tuesday, November 14, 2017 by 11:59 pm.</p>	<p>*1,2,3 **a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 13 November 13</p>	<p>Chapter 34 & 35</p>	<p>Commas/ semicolons/ Cause or Effect Essay/ Exemplification Essay</p>	<p>Class: Grammar Test 5-Commas Class: Semi-colons/Colons Hybrid: Semi-colons/ Colons Worksheet (due in class Monday, November 20, 2017 by 11:00 am completed) Class: Writing the Exemplification Essay Class: Final Exam essay topics (Exemplification Essay Outline due Tuesday, November 28, 2017 by 11:59 pm) Hybrid: Cause or Effect essay (due Tuesday, November 21, 2017 by 11:59 pm) Hybrid: Exemplification Essay Outline due Tuesday, November 28, 2017 by 11:59 pm Hybrid: Discussion Question 10-Reflection (due November 28, 2017 by 11:59 pm)</p>	
<p>Week 14 November 20</p>	<p>Chapter 1-7</p>	<p>Writing Process: Revision and Proofreading</p>	<p>Class: Make-up Day (Writing Assignment Only) These will be revised in the computer lab during class time. Final Review Class: Final Exam tutoring appointments: November 27-30</p>	<p>*1,2,3 **a,c</p>
<p>Week 15 November 27</p>	<p>Chapter 1-7</p>	<p>Writing Process: Revision and Proofreading</p>	<p>Class: Make-up Day (Writing Assignment Only) These will be revised in the computer lab during class time. Final Review Class: Final Exam tutoring appointments: November 27-30</p>	<p>*3 **a,c</p>
<p>Final Exam Week December 5 & 6</p>			<p>Final Exam: Grammar and Essay Grammar/ Essay</p>	

Note: Discussion questions are due on Tuesday nights. Students have one week to complete

Deadlines are on various dates, but listed in the course calendar.

* 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