



**ENGL 1101 Composition and Rhetoric
COURSE SYLLABUS
Dual Enrollment
Fall Semester 2018
15 weeks**

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): 20033

Preferred Method of Contact: Email

Instructor Contact Information

Instructor Name: Pete Frost

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

Vidalia/Office Location: 407

Office Hours: 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

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

REQUIRED SUPPLIES & SOFTWARE

Jump drive, access to Internet, and access STC's Remote Lab Access. 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. 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 XXXX 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 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>, under Quick links on our webpage, or in the menu of your Blackboard course.

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.
- 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.

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.

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” (Failing 0-59) 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty,

court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) 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 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. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. 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 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 by the instructor of the course, students must make arrangements with the instructor to make up/reschedule the missed event. The penalty and make up 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 withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

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.

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.

2. 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.

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:

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 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas 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 \(www.southeasterntech.edu\)](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%

(*Proctored Event is required to pass.)

GRADING SCALE

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

ENGL 1101 Composition and Rhetoric

Fall Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 August 14 & August 16	Grammar 1	Sentence Structure Nouns and Pronouns Adjectives and Adverbs Verbs Phrases and Clauses Articles, Prepositions, and Interjections.	<ul style="list-style-type: none"> • Get familiar with Blackboard • Book assignments 	*1, 2, 3 a, c
Week 2 August 21 & August 23	Writing- Investigative/ Research	Investigative Writing	<ul style="list-style-type: none"> • Investigative Essay 	*1, 2, 3 **a, c
Week 3 August 28 & August 30	Grammar 2	Fragments Mixed Constructions and Faulty Predication Dangling Modifiers and Misplaced Modifiers Faulty Parallelism Active and Passive Voice Nominals and Be Verbs Subject-Verb Agreement Verb Tense Pronoun Agreement Pronoun Reference	<ul style="list-style-type: none"> • Book assignments 	*1,2,3 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 4 September 4 & September 6	Vocab 2	Vocab 2	<ul style="list-style-type: none"> • Vocab 2 quiz 	*1, 2, 3 **a, c
Week 5 September 11 & September 13	Writing – Arguing/ Persuasive	Debate/ Argumentative Essay	<ul style="list-style-type: none"> • Debate preparation 	*1, 2, 3 **a, c
Week 6 September 18 & September 20	Debate	Debate/ Argumentative Essay	<ul style="list-style-type: none"> • Debates 	*1 **a, c
Week 7 September 25 & September 27	Debate	Debate/ Argumentative Essay	<ul style="list-style-type: none"> • Debates 	*1 **a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 8 October 2 & October 4	Grammar 3	Vague Words Wordiness Colloquial Language and Slang Clichés and Jargon Sexist Language Denotation and Connotation	<ul style="list-style-type: none"> • Grammar Test 3 	*1, 2, 3 **a, c
Week 9 October 9 & October 11 (holiday)	Vocab 3	Vocab list 3	<ul style="list-style-type: none"> • Vocab 3 Quiz 	*1, 2, 3 **a, c
Week 10 October 16 (holiday) & October 18 (65% point of semester is October 23)	Writing - Memoir	Memoir writing	<ul style="list-style-type: none"> • Read all documents in The Memory Paper (Writing Lessons) 	*1, 2, 3 **a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 11 October 23 & October 25 (65% point of semester is October 23)	Grammar 4	Comma Splices and Fused Sentences Commas Periods and Semicolons Colons and Dashes Exclamation Points and Question Marks Quotation and Ellipsis Marks Italics Parentheses and Brackets Apostrophes and Hyphens Capitals and Numbers	<ul style="list-style-type: none"> • Grammar Test 4 	*1, 2, 3 **a, c
Week 12 October 30 & November 1		Readings	<ul style="list-style-type: none"> • 	
Week 13 November 6 & November 8		Grammar Readings Observing and Remembering	<ul style="list-style-type: none"> • Read "A Modest Proposal" for a good example of satire. (Readings and Assessments folder). Then, complete the Discussion Board. 	
Week 14 November 13 & November 15			<ul style="list-style-type: none"> • Grammar/ Vocabulary Final • Essay Final • Course Evaluation 	*1, 2, 3, **a, c

COMPETENCY AREAS

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

GENERAL CORE EDUCATIONAL COMPETENCIES

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

ENG 1101 Essay Rubric

Content: <ul style="list-style-type: none"> Clearly defined thesis Clearly defined context/purpose/audience Specific and relevant details/supporting examples/evidence and data Adequate Analysis, explanation, and/or discussion 		0 1 2 3 4 5
Organization: <ul style="list-style-type: none"> Title appropriate and formatted correctly (APA) Appropriate introduction (makes the reader want to read) and conclusion (reflects and supports the thesis) Organized logically to support argument Unified paragraphs Coherent paragraphs Sensible transitions 		0 1 2 3 4 5
Content & Organization	40% (x4)	
Sentence Style & Syntax <ul style="list-style-type: none"> Sentence structures and beginnings varied Sentences complex Efficient and sophisticated word use Transitions between and within sentences 		0 1 2 3 4 5
Diction & Spelling <ul style="list-style-type: none"> Accurate diction Correct word forms and endings Correct spelling 		0 1 2 3 4 5
Sentence Style & Syntax/Diction & Spelling	20% (x2)	
Grammar & Mechanics <ul style="list-style-type: none"> 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 		0 1 2 3 4 5
Grammar & Mechanics	25% (x5)	
Creativity & Imagination Paper is insightful, original, and sophisticated. Student shows exceptional imagination and/or critical thinking.		0 1 2 3 4 5
	15% x (3)	
Notes:	Total Grade	

Discussion Board Rubric

P. Frost

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