



**ENGL 1101 – Composition and Rhetoric  
COURSE SYLLABUS  
Online  
Fall Semester 2022 (202312)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20042

Preferred Method of Contact: [Laquanda Thomas \(lthomas@southeasterntech.edu\)](mailto:lthomas@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Laquanda Thomas

Email Address: [Laquanda Thomas \(lthomas@southeasterntech.edu\)](mailto:lthomas@southeasterntech.edu)

Campus/Office Location: Swainsboro/ Room 2132, Building 2

Office Hours: Monday and Wednesday 8:00-10:00 a.m. and Tuesday and Thursday 8:00-11:00 a.m.

Phone: 478.289.2219

Fax Number: 478.289.2263

Tutoring Hours: Monday and Wednesday: 10:00 a.m.-12:00 p.m.

Tuesday and Thursday: 9:00-11:00 a.m. & 3:00-5:00 p.m.

**SOUTHEASTERN TECHNICAL COLLEGE'S (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 \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

**REQUIRED TEXT**

Bullock, R., Goggin, M., & Weinberger, F. (2019). *The Norton field guide to writing with readings and handbook*. (5<sup>th</sup> ed.). New York, NY: W.W. Norton & Company.

**REQUIRED SUPPLIES & SOFTWARE**

Folder with pockets, loose-leaf paper, binder, pencils, pens, **reliable** internet access, Student E-mail account, and access to 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 Georgia Virtual Technical Connection (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 a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

### **MAJOR COURSE COMPETENCIES**

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

### **PREREQUISITE(S)**

Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score or ENGL 1010.

### **COURSE OUTLINE**

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

### **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College 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 11:59 p.m. on Tuesday of each week. **Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard. Failure to submit in Blackboard can result in a zero for the assignment.**

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 37.5 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in

the menu of your Blackboard course.

### **BASIC ERRORS**

Certain errors in writing are called basic or failing errors. A pattern of such errors must be eliminated from writing assignments. Errors include the following:

1. Lack of clarity at the sentence level
2. Subject-verb agreement errors
3. Comma splices and run-on or fused sentences
4. Sentence fragments
5. Incorrect verb forms
6. Spelling errors
7. Pronoun-antecedent agreement

### **COVID-19 MASK REQUIREMENT**

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

### **COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
<b>In the past 14 days, if you:</b>

COVID-19 Key Symptoms
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

### COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

### ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Tuesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** [Daphne Scott](#) ([dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu)) 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas](#), ([hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)), 912-538-3126, Building A, Room 165

### SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** [Daphne Scott](#) ([dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu)) 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas](#), ([hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **CHECKING GRADES**

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

### **NO HARM NO FOUL POLICY**

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty only if they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the semester. **(For Fall Semester, that day will be August 17). The student must formally withdraw from classes in order to receive the no harm-no foul benefit.** The student will be charged for the class unless he/she formally withdraws.

### **NO SHOW REQUIREMENT**

**It is the student's responsibility to have all materials for the course on the first day of the semester. This is the student's responsibility in a traditional, hybrid, or online course. To be considered in attendance, the student must complete the following assignments:**

- Getting Started Orientation
- Pledge Acknowledgement Quiz
- Blackboard Orientation Quiz
- COVID Acknowledgement
- Student Introduction

Please complete these assignments within the **first three days of the course or by August 17, 2022 (11:59 p.m.)**.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

### **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. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of 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 given a zero for the proctored event.

### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, (November 29), (1:00-3:00 p.m.), (room 403) and Swainsboro Campus, (December 1), (1:00-3:00 p.m.), (room 2131).**

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

Assignments must be completed by the assigned dates or per the instructor. Because of the number of students in courses, it is impossible for me to continuously reopen quizzes and discussions. Extra credit work will be given at the instructor's discretion.

Extenuating circumstances will occur. Therefore, discussion questions and quizzes will be left open one week

after the deadline. Students who fail to complete the discussion and/or quiz after the one week extension will have no other opportunities to make up this assignment. Failure to submit within the extended deadline will result in a grade of zero.

**This policy applies to all assignments except the Proctored Event, Getting Started Activities, the Reflection Discussion Question, and Argumentative Research Essay. Students have three days to make up the proctored event with an ample excuse as indicated in the Proctored Event section in this document. The Getting Started activities are No Show (NS) requirements; the Reflection Discussion Question and Argumentative Research Essay are final assignments in the course, so there is no extension.**

### **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.

**All information that comes from another source whether paraphrased or directly quoted must be cited correctly and per the APA 7<sup>th</sup> edition guidelines. Failure to cite correctly or to not cite at all will result in a failing grade or a zero. Assignments that are plagiarized will not be evaluated. The assignment will be returned to the student. Students will have 48 hours from the return date to resubmit the assignment. After the 48 hours, the assignment will be assessed and given a failing grade or a zero, and no other opportunities will be given to make up the grade.**

### STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> ( <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a> )	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> ( <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a> )

### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

### ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website](http://www.southeasterntech.edu) ([www.southeasterntech.edu](http://www.southeasterntech.edu)).

### TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall*



*possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

#### **GRADING POLICY**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Discussion	20%
Quizzes	20%
Essays	40%
Proctored Event/Final Exam	20%

#### **GRADING SCALE**

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

**ENGL 1101 – Composition and Rhetoric  
Fall Semester 2022 Lesson Plan (202312)**

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 1</b>  August 15-23</p>	<p>Getting Started</p>	<p>Print Syllabus</p> <p>Navigate to your English 1101 Course in Blackboard and select the <b>Getting Started</b> link provided in the Course Menu.</p> <ul style="list-style-type: none"> <li>• Read all of the information in the folder</li> <li>• Complete the <b>Getting Started Orientation, Pledge Acknowledgement Quiz, and COVID Acknowledgement due August 17, 2022.</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the <b>Blackboard Orientation</b> link provided in the Course Menu.</p> <ul style="list-style-type: none"> <li>• Complete the <b>Blackboard Orientation and Quiz by August 17, 2022.</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the <b>Getting Started</b> link provided in the Course Menu.</p> <ul style="list-style-type: none"> <li>• Complete the <b>Student Introduction Discussion Board. Please post your introduction and reply to two other students in the course (due August 17, 2022, 11:59 p.m).</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the <b>Send Email</b> link provided in the Course Menu.</p> <ul style="list-style-type: none"> <li>• <b>Send an email from your Office 365 student email account by August 23, 2022. This email must come from your Southeastern Technical College (STC) email to receive credit.</b></li> </ul> <p>Choose a topic for the argumentative essay. You will submit a reference page from research on this topic in week 7. You will begin drafting this essay in week 7 as well and throughout weeks 10, 11, and 12.</p>	<p>Complete <b>Blackboard Orientation, Blackboard Orientation Quiz, Pledge Acknowledgement Quiz, and COVID Acknowledgement (May count toward student grade) within the first three days of class-August 17, 2022. Students who do not complete these assignments by August 17 will be considered a No Show and removed from the course roster.</b></p> <p>Complete the <b>Student Introduction Discussion Board due August 17, 2022.</b></p> <p><b>Send an email from your Office 365 student email account by August 23, 2022. This email must come from your Southeastern Technical College (STC) email to receive credit. You can ask a question,</b></p>	<p>*1,2,3,4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>This will be the last essay before the final exam essay/ proctored event of the course. You will develop the Argumentative Research essay in addition to completing other assignments relative to this assignment such as an Argumentative Essay Quiz and Discussion. Students will submit this essay in week 13 of the course. I would recommend that students begin searching for a topic in the databases required for this assignment. This assignment must be grounded in research, which means that you must find sources that back up the claim you plan to make on this topic. I only want you to decide on a topic at this time. Use any spare time you have in the course to do research on your topic. You will not submit this topic, but feel free to send me any questions that you might have regarding the topic that you have chosen. I will also post a few topics to give you some ideas. Feel free to use the topics that I post. We do not actually begin working on this assignment as a class until week 7, but research is a process. You should start early. <b>There is not a deliverable for the topic, which means that you will not submit this topic. I will provide students with a list of topics to choose from. Try to establish a topic by the second week of class. If you are still having issues selecting a topic, please reach out to me for help.</b></p>	<p><b>tell me something interesting about yourself, or state your intent to complete the course. Please be sure to add the course CRN (20042) in the subject line.</b></p> <p><b>Note:</b> Students should <b>NOT</b> choose the following topics: abortion, gay marriages, legalizing marijuana, and the death penalty. <b>If you choose one of these topics, a zero will be entered for the grade.</b></p>	
<p><b>Week 2</b> August 23-30</p>	<p>Lesson Folder 1: The Writing Process and Plagiarism/ APA</p>	<p><b>Academic Writing and Plagiarism</b></p> <p>Read chapters below in textbook, <i>The Norton Field Guide to Writing with Readings and Handbook</i>:</p> <p>Chapter 1: Writing in Academic Contexts</p> <p>Chapter 2: Reading in Academic Contexts</p> <p>Chapter 3: Summarizing and Responding</p>	<p><b>APA Quiz and Plagiarism Quiz Due: Tuesday, August 30, 2022 at 11:59 p.m.</b></p>	<p>*1,2,3, 4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>Chapter 4: Developing Academic Habits of Mind</p> <p>Watch Videos on American Psychological Association (APA) Style in Folder 1: The Writing Process, Plagiarism, and APA Style.</p> <p>Read Chapter 52: "Acknowledging Sources, Avoiding Plagiarism"</p> <p>Read Chapter 53: "Documentation"</p> <p>Read Chapter 55: APA Style Review all materials and/or videos within the folder.</p> <p>Read APA 7<sup>th</sup> Edition Information in <b>Folder 1: The Writing Process, Plagiarism, and APA Style</b> (Helpful to the APA Quiz).</p> <p>Navigate to your English 1101 Course in Blackboard and select the "<b>Lessons</b>" link provided in the Course Menu. Select the <b>Quizzes</b> folder to access the following quizzes:</p> <ul style="list-style-type: none"> <li>• Complete the <b>Plagiarism Quiz</b>.</li> <li>• Complete the <b>APA Quiz</b>.</li> </ul> <p><b>APA Quiz and Plagiarism Quiz</b> <b>Due: Tuesday, August 30, 2022 at 11:59 p.m.</b></p>		
<p><b>Week 3</b></p> <p><b>August 30-September 6</b></p>	<p>Rhetorical Analysis Essay</p>	<p>Navigate to your English 1101 Course in Blackboard and select the "<b>Lessons</b>" link provided in the Course Menu and choose the <b>Rhetorical Analysis Essay folder</b></p> <ul style="list-style-type: none"> <li>• Read Chapter 11 in the textbook <i>The Norton Field Guide to Writing with Readings &amp; Handbook</i> and review all materials and/or videos within the folder.</li> </ul> <p><b>Rhetorical Analysis Essay Assignment. The drop box is located in the Rhetorical Analysis Essay Assignment Folder.</b></p>	<p><b>Rhetorical Analysis Essay Due Tuesday, September 27, 2022, 11:59 p.m.</b></p>	<p>*1,2,3,4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<ul style="list-style-type: none"> <li>To prepare for this essay, please read chapter 11 in the textbook and all material related to the assignment. The assignment instructions and rubric should be printed and read thoroughly before beginning the draft. You should also print the speech transcript for analysis and essay template to guide the drafting stage. Be sure to watch "The Girl Who Silenced the World for 5 Minutes" video several times before beginning the assignment.</li> <li>Begin drafting the <b>Rhetorical Analysis Essay Final Draft</b>.</li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu. Click on the <b>Rhetorical Analysis Essay Assignment Folder</b> to submit final draft. The drop box is located in the Rhetorical Analysis Essay Assignment Folder. <b>Deadline: September 27, 2022 at 11:59 p.m.</b></p>		
<b>Week 4</b> September 6-13	Rhetorical Analysis Essay  Syntax	<p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu and choose the <b>Quizzes</b> folder.</p> <p><b>Rhetorical Analysis Quiz</b>            Complete the <b>Rhetorical Analysis Quiz</b></p> <p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu and select <b>Folder 1A: Grammar Quizzes</b> to complete the Syntax Quiz</p> <p><b>Grammar Lesson</b></p> <ul style="list-style-type: none"> <li>Review the Sentences section of your handbook sections S-1, S-2, &amp; S-3 to prepare for this quiz.</li> <li>Complete the <b>selected Grammar Quizzes (Syntax)</b>. This quiz covers "Common Errors: Fragments and Run-ons" from the handbook</li> </ul>	<p><b>Rhetorical Analysis Essay Quiz Due: Tuesday, September 13, 2022 at 11:59 p.m.</b></p> <p><b>Syntax Quiz Due: Tuesday, September 13, 2022 at 11:59 p.m.</b></p>	*1,2,3, 4,5 **a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>section of your textbook.</p> <p>For practice before taking the quiz, test your knowledge in "Folder 1A: Grammar." Complete Grammar Practice Exercises (Practice exercises-Not graded)</p> <ul style="list-style-type: none"> <li>• <b>Commas</b></li> <li>• <b>Run-ons</b></li> <li>• <b>Fragments</b></li> </ul> <p><b>Reminder: Continue drafting Rhetorical Analysis Essay.</b></p>		
<p><b>Week 5</b></p> <p>September 13-20</p>	<p>Rhetorical Analysis Essay</p> <p>Lesson Folder 1A: Grammar Verbs Commas Quotation Marks</p>	<p>Navigate to your English 1101 Course in Blackboard and select the "<b>Lessons</b>" link provided in the Course Menu and select <b>Folder 1A: Grammar Quizzes</b> to complete the Verb Quiz</p> <p><b>Grammar Lesson</b></p> <ul style="list-style-type: none"> <li>• Review the Sentences sections of your handbook sections "S-4: Verbs" and "S-5: Subject-Verb Agreement" to prepare for your quiz.</li> <li>• Complete the <b>selected Grammar Quiz (Verbs)</b>. This quiz covers Verb Tenses and S-Verb Agreement from the handbook section of your textbook.</li> </ul> <p>For practice before taking the quiz, test your knowledge in "Folder 1A: Grammar." Complete Grammar Practice Exercises and Answers (Practice exercises-Not graded)</p> <ul style="list-style-type: none"> <li>• <b>Verb tense shifts</b></li> <li>• <b>Subject-Verb Agreement</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the "<b>Lessons</b>" link provided in the Course Menu and select <b>Folder 1A: Grammar Quizzes</b> to complete the Punctuation Quiz</p> <p><b>Grammar Lesson</b></p> <ul style="list-style-type: none"> <li>• Review the Punctuation sections of your handbook sections "P-1: Commas" and "P-4: Quotation Marks" to prepare for your quiz.</li> </ul>	<p><b>Verb Quiz and Punctuation Quiz Due: September 20, 2022 at 11:59 p.m.</b></p> <p><b>****Reminder: Continue drafting Rhetorical Analysis Essay.</b></p>	<p>*1,2,3,4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<ul style="list-style-type: none"> <li>Complete the <b>selected Grammar Quiz (Punctuation)</b>. This quiz covers "Commas" and "Quotation Marks" from the Punctuation section of your textbook.</li> </ul> <p>For practice before taking the quiz, test your knowledge in "Folder 1A: Grammar." Complete Grammar Practice Exercises and Answers</p> <ul style="list-style-type: none"> <li><b>Commas</b></li> </ul> <p><b>Reminder: Continue drafting Rhetorical Analysis Essay.</b></p>		
<p><b>Week 6</b></p> <p>September 20-27</p>	<p>Rhetorical Analysis Essay</p>	<p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu. Click on the <b>Rhetorical Analysis Essay Assignment folder to submit the final draft.</b></p> <p><b>Rhetorical Analysis Essay</b></p> <ul style="list-style-type: none"> <li>Complete the <b>Rhetorical Analysis Essay Final Draft.</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu and select the <b>Discussion Question</b> Folder.</p> <p>Complete the <b>Rhetorical Analysis Essay Discussion Board</b>. Please remember to post to the discussion forum 3 times before the deadline. Your <b>initial post should be 200 words or more and the 2 replies should be 100 words or more.</b></p>	<p><b>Rhetorical Analysis Essay Final Draft</b> <b>Due: Tuesday, September 27, 2022 by 11:59 p.m.</b></p> <p><b>Rhetorical Analysis Essay Discussion Board</b> <b>Due: Tuesday, September 27, 2022 at 11:59 p.m.</b></p>	<p>*1,2,3,4,5 **a,b,c</p>
<p><b>Week 7</b></p> <p>September 27-October 4</p>	<p>Research and Lesson Folder 4: The Argumentative Essay</p>	<p>We are beginning the Argumentative Research Essay. Think back to the topic that you chose in week 2 of the course. This week you will begin or continue researching this topic in more depth.</p> <p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu and click on the <b>Research folder</b></p> <p><b>Research</b></p> <ul style="list-style-type: none"> <li>Read the <b>Research Guide</b> in the Research Folder.</li> </ul>	<p><b>Note:</b> Topics that students should <b>NOT</b> choose: abortion, gay marriages, legalizing marijuana, and the death penalty.</p> <p><b>These sources should support the topic that you chose in week 1 and will be the sources used</b></p>	<p>*1,2,3,4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<ul style="list-style-type: none"> <li>Read Part 7: Doing Research <b>excluding</b> "Chapter 54: MLA Style" in <i>The Norton Field Guide to Writing with Readings &amp; Handbook</i> and review all materials and/or videos within the folder.</li> <li>Begin researching your topic. Sources should come from Galileo or Google Scholar. Access Galileo using the link provided in the Course Menu of the course in Blackboard or through the Southeastern Technical College Library. <b>Sources found on the internet or outside of Galileo or Google Scholar must be .org, .edu, or .gov.</b> You are only allowed to use one source that does not come from Galileo or Google Scholar. Find 4 sources that prove your thesis and complete a <b>reference page (bibliography). These 4 sources should be the reference entries included on the reference page of the final draft of the argumentative essay and should be formatted according to APA guidelines. Submit the reference page in the drop box labeled "References" in the Research folder.</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu</p> <p><b>Argumentative Essay</b></p> <ul style="list-style-type: none"> <li>Use the Argumentative Essay template to begin drafting your essay. Be sure to include a thesis statement and all other parts on the template. When you complete the reference page and submit, continue drafting the argumentative essay.</li> </ul>	<p><b>for the argumentative research essay. Sources might change as you continue to research, but you should still have a total of four sources on the reference list of the final draft.</b></p> <p><b>Reference list:</b> These four sources should be the reference entries included on the reference page of the final draft of the argumentative essay.</p> <p><b>Reference List due Tuesday, October 4, 2022 by 11:59 p.m.</b> The drop box is available in the Research folder.</p> <p><b>Reminder: Begin drafting your Argumentative Research Essay. Continue to work on this essay each week in addition to any course work listed in the syllabus.</b></p>	



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p><b>Please continue to work on your paper after completing the reference list, which will ensure that you are ready to submit the final draft by the deadline.</b></p>		
<p><b>Week 8</b> October 4-11</p>	<p>Research and Lesson Folder 4: The Argumentative Essay</p> <p>Lesson Folder 1A: Grammar Pronouns</p>	<p>Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu and choose the <b>Quizzes</b> folder.</p> <ul style="list-style-type: none"> <li>Complete the <b>Argumentative Essay Quiz</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu and select <b>Folder 1A: Grammar Quizzes</b> to complete the Pronoun Quiz</p> <p><b>Grammar Lesson</b></p> <ul style="list-style-type: none"> <li>Review the Pronoun sections of your handbook section "S-6: Pronouns" to prepare for your quiz.</li> <li>Complete the <b>selected Grammar Quiz (Pronouns)</b>. This quiz covers Pronouns from the Sentences (S-6) section of your textbook.</li> </ul> <p>For practice before taking the quiz, review pronouns in “Folder 1A: Grammar.”</p> <ul style="list-style-type: none"> <li><b>Review Pronouns</b></li> </ul> <p>Continue drafting Argumentative Research Essay.</p>	<p><b>Argumentative Essay Quiz Due: Tuesday, October 11, 2022 at 11:59 p.m.</b></p> <p><b>Pronoun Quiz Due: Tuesday, October 11, 2022 at 11:59 p.m.</b></p>	<p>*1,2,3, 4,5 **a,b,c</p>
<p><b>Week 9</b> October 11-18</p>	<p>Research and Lesson Folder 4: The Argumentative Essay</p>	<p>Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu and then select the <b>Discussion Question</b> folder.</p> <ul style="list-style-type: none"> <li>Complete the <b>the Research Discussion Board</b>. Please remember to post to the discussion forum 3 times before the deadline. Your <b>initial post should be 200 words or more and the 2 replies should be 100 words or more.</b></li> </ul> <p>Continue drafting Argumentative Research Essay.</p>	<p><b>Research Discussion Board Due: Tuesday, October 18, 2022 at 11:59 p.m.</b></p>	<p>*1,2,3, 4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 10</b> October 18-25</p> <p>March 21: 65% point</p>	Lesson Folder 4: The Argumentative Essay	<p>To ensure that you are integrating your research according to APA guidelines, please review materials in the folder titled, <b>Planning and Drafting the Argumentative Essay. Be sure to review Integrating Research, Developing Body Paragraphs, and Quoting, Paraphrasing, and Summarizing.</b></p> <p>Review Part 7: Doing Research <b>excluding</b> "Chapter 54: MLA Style" in <i>The Norton Field Guide to Writing with Readings &amp; Handbook</i></p> <p>Once you have finished reviewing these items, navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu and choose the "Quizzes" folder.</p> <ul style="list-style-type: none"> <li>Complete the <b>Incorporating Sources Quiz.</b></li> </ul> <p>Continue drafting Argumentative Research Essay.</p>	<b>Incorporating Sources Quiz Due: Tuesday, October 25, 2022 at 11:59 p.m.</b>	*1,2,3,4,5 **a,b,c
<p><b>Week 11</b> October 25- November 1</p>	Lesson Folder 4: The Argumentative Essay	Continue drafting your essay in weeks 11-12. Final draft must be submitted by November 15, 2022 at 11:59 p.m.		*1,2,3,4,5 **a,b,c
<p><b>Week 12:</b> November 1-8</p>	Lesson Folder 4: The Argumentative Essay	Continue drafting your essay in weeks 11-12. Final draft must be submitted by November 15, 2022 at 11:59 p.m.		*1,2,3,4,5 **a,b,c
<p><b>Week 13</b> November 8-15</p>	Lesson Folder 4: Argumentative Essay	<p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu</p> <p><b>Argumentative Essay</b></p> <ul style="list-style-type: none"> <li>Complete the <b>Argumentative Essay Final Draft.</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu and then select the <b>Discussion Question</b> folder.</p> <ul style="list-style-type: none"> <li>Complete the <b>Argumentative Essay Discussion Board.</b> Please remember to post to the discussion</li> </ul>	<p><b>Argumentative Essay Final Draft Due: Tuesday, November 15, 2022 at 11:59 p.m.</b></p> <p><b>Argumentative Essay Discussion Board Due: Tuesday, November 15, 2022, 11:59 p.m.</b></p>	*1,2,3,4,5 **a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		forum three times before the deadline. Your initial post should be 200 words or more and the 2 replies should be 100 words or more.		
<b>Week 14</b> November 15-22  <b>Proctored Event:</b> November 29 (Vidalia) and December 1 (Swainsboro)	All Lessons	<b>Complete Student Survey in Banner Web.</b> Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu and then select the <b>Discussion Question</b> folder. <ul style="list-style-type: none"> <li>• Complete the <b>Reflection Discussion Board</b>. Please remember to post to the discussion forum 3 times before the deadline. Your <b>initial post should be 200 words or more and the 2 replies should be 100 words or more.</b></li> </ul>	<b>Reflection Discussion Board Due: Tuesday, November 29, 2022, 11:59 p.m.</b>  <b>You are only required to complete an initial post for this discussion. The replies are optional.</b>	*1,2,3,4,5 **a,b,c
<b>November 21-25</b>	Thanksgiving Holidays!	<b>Enjoy!</b>	There are no assignments due this week.	
<b>Week 15</b> November 29-December 6  December 6: Last day of the semester	Final Exam (Proctored Event)	Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu <b>Final Exam Essay</b> <ul style="list-style-type: none"> <li>• Complete the <b>Final Exam Essay (Proctored Event).</b></li> </ul> <b>Complete Student Survey in Banner Web.</b>	<b>November 29 (1:00-3:00 p.m.) (Vidalia)</b>  <b>December 1 (:00-3:00 p.m.) (Swainsboro)</b>	*1,2,3,4,5 **a,b,c

**Assignments are due on Tuesday. All assignments except the Getting Started Activities, the Reflection Discussion, and Argumentative Research Essay will be left open one week beyond the deadline. Students can submit an assignment one week after the deadline without penalty. No assignments will be reopened.**

#### **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.

## **1101 Composition and Rhetoric Deadlines**

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. All assignments except the Getting Started activities and the Reflection Discussion will be left open one week beyond the deadline. Students can submit an assignment one week after the deadline without penalty. This schedule is tentative and subject to change upon the instructor's discretion.

**Getting Started Activities:** Blackboard Orientation, Blackboard Orientation Quiz, Pledge Acknowledgement Quiz, COVID Acknowledgement, and Student Introduction Discussion Board (**graded**) due **Tuesday, August 17, 2022 (11:59 p.m.)**.

Attendance Email due **Tuesday, August 23, 2022 (11:59 p.m.)**. This is a graded assignment. This email must come from your Southeastern Technical College (STC) email to receive credit. You can ask a question, tell me something interesting about yourself, or state your intent to complete the course. Please be sure to add the course CRN (20042) in the subject line.

Choose a topic for the argumentative essay by **Tuesday, August 30, 2022**. This is not a submission. I just want students to decide on a topic by week 2. Potential topics to choose from will be sent to students from the instructor in an email. If students choose a topic that is not on the list of topics provided to you by the instructor, you will need to send me an email for an approval of the topic.

APA Quiz and Plagiarism Quiz Due: **Tuesday, August 30, 2022 by 11:59 p.m.**

Syntax Quiz Due: **Tuesday, September 13, 2022 by 11:59 p.m.**

Rhetorical Analysis Essay Quiz Due: **Tuesday, September 13, 2022 by 11:59 p.m.**

Verb Quiz and Punctuation Quiz Due: **Tuesday, September 20, 2022 by 11:59 p.m.**

Rhetorical Analysis Essay Final Draft Due: **Tuesday, September 27, 2022 by 11:59 p.m.**

Rhetorical Analysis Essay Discussion Board Due: **Tuesday, September 27, 2022 by 11:59 p.m.**

Preliminary Reference List Due: **Tuesday, October 4, 2022 by 11:59 p.m.**

Pronoun Quiz Due: **Tuesday, October 11, 2022 by 11:59 p.m.**

Argumentative Research Essay Quiz Due: **Tuesday, October 11, 2022 by 11:59 p.m.**

Research Discussion Board Due: **Tuesday, October 18, 2022 by 11:59 p.m.**

Incorporating Sources Quiz Due: **Tuesday, October 25, 2022 by 11:59 p.m.**

Argumentative Essay Final Draft Due: **Tuesday, November 15, 2022 by 11:59 p.m.**

Argumentative Essay Discussion Board Due: **Tuesday, November 15, 2022 by 11:59 p.m.**

**Proctored Event: November 29 (Vidalia) and December 1 (Swainsboro)**  
**Complete course evaluations in Banner Web when surveys become available (TBA).**

Reflection Discussion Board Due: **Tuesday, November 29, 2022 by 11:59 p.m.**

## Discussion Board Rubric

Initial Post	50-25	25-0	Score
Initial Post	<p>-This excellent posting reflected that the student read and understood the assigned material.</p> <p>-The posting has a clear purpose: to inform, persuade, or raise an interesting question. It may also provoke conversation or offer an opposing view.</p> <p>-The post meets the word requirement of 200 words and there are no are no proofing or spelling errors.</p> <p>-Post is made early in the assignment period, giving fellow group members plenty of time to reply.</p>	<p>-This posting does not reflect that the student did or understood the reading.</p> <p>-The posting has no apparent purpose other than meeting the assignment requirement. It does not move the conversation forward or offer a reasoned opposing opinion.</p> <p>-There are one or more proofing errors. Post is made at the last minute or late.</p>	
Replies	25-10	10-0	Score
Reply 1	<p>Replies are substantive and reflect that the student read and thought about the assigned reading and additional sources posted by the person they are replying to. The reply moves the conversation forward or makes a reply to a question asked in response to their own posting.</p> <p>Replies are made over</p>	<p>Replies lack substance and do not reflect any reading or thought about the reading or additional sources.</p> <p>The reply does not move the conversation forward or answer a question presented.</p> <p>Postings are made late on the day the assignment is due so that it is difficult for others to respond.</p>	

	several days rather than all crammed into the due dates.		
Reply 2	<p>Replies are substantive and reflect that the student read and thought about the assigned reading and additional sources posted by the person they are replying to. The reply moves the conversation forward or makes a reply to a question asked in response to their own posting. Replies are made over several days rather than all crammed into the due dates.</p>	<p>Replies lack substance and do not reflect any reading or thought about the reading or additional sources. The reply does not move the conversation forward or answer a question presented. Postings are made late on the day the assignment is due so that it is difficult for others to respond.</p>	
Grammar	<p>Five or more grammatical errors</p> <p>-10</p>		

All discussion boards must contain **1** initial post and a minimum of **2 replies**. The original post must contain a minimum of **200 words**, and the replies must be a minimum of **100 words each**. The discussion boards will be graded. Grammar does count! **Please proofread all final submissions.**

\_\_\_\_\_ Points earned

100 Possible Points