



**ENGL 1101-Composition and Rhetoric  
COURSE SYLLABUS  
Fall Semester 2017**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

Class Location: 2131-Building 2- Swainsboro

Class Meets: Wednesday-11:00-12:40

CRN: 20049

Preferred Method of Contact: [lthomas@southeasterntech.edu](mailto:lthomas@southeasterntech.edu) or Contact the Instructor forum

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Laquanda Thomas

Office Location: 2132, Building 2- Swainsboro

Office Hours: W-8:00-11:00

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

Phone: 478.289.2219

Fax Number: 478.289.2263

Tutoring Hours (if applicable): W-9:00-11:00

**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**

Reid, S. (2017). *The Prentice Hall guide for college writers, 11<sup>th</sup> edition*. Upper Saddle River, N J: Pearson

Prentice Hall; Mish, F. (Ed.). (2011).

**REQUIRED SUPPLIES & SOFTWARE**

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.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**COURSE DESCRIPTION**

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)**

Appropriate degree-level writing (English) placement test score and appropriate degree-level reading placement test score

## **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 (HYBRID)**

Students are expected to complete all assignments by the due dates. Late assignments will NOT be accepted. No exceptions. Students are required to submit all assignments in APA Style via the digital drop boxes for each assignment. Students are responsible for policies and procedures included in the STC E-Catalog. Students are responsible for checking e-mails and Blackboard announcements daily. Read instruction documents under Coursework tab in Blackboard if you have any further questions about course content, expectations, or due dates.

**BASIC ERRORS:** Certain errors in writing are called basic or failing errors. A pattern of such errors must be eliminated. They 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

**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](mailto: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](mailto: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 tests/quizzes missed within one week of missing the assignment.** If the student does not make up the test within the one week period, a zero will be given for the test grade 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. 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 and improve the writing assignment for a better grade.

### **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:

|   |  |
|---|--|
| <b>ADA/Section 504 - Equity- Title IX (Students)<br/>- OCR Compliance Officer</b>   | <b>Title VI - Title IX (Employees) - EEOC Officer</b>  |
| Helen Thomas, Special Needs Specialist<br>Vidalia Campus<br>3001 East 1 <sup>st</sup> Street, Vidalia<br>Office 108 Phone: 912-538-3126<br><a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a> | Blythe Wilcox, Director of Human Resources<br>Vidalia Campus<br>3001 East 1 <sup>st</sup> Street, Vidalia<br>Office 138B Phone: 912-538-3147<br><a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a> |

## GRIEVANCE PROCEDURES

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

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

## TCSG GUARANTEE/WARRANTY STATEMENT

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

## GRADING POLICY

| Assessment/Assignment | Percentage |
|-----------------------|------------|
| Writing Assignments   | 45%        |
| Tests                 | 15%        |
| Assignments (HW/DQs)  | 15%        |
| Final Exam Essay      | 15%        |
| Final Exam Grammar    | 10%        |

## GRADING SCALE

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

**ENGLISH 1101: COMPOSITION AND RHETORIC**  
**FALL SEMESTER 2018 LESSON PLAN**

| Date/Week                    | Content           | Assignments & Tests Due Dates   | Competency Area           |
|------------------------------|-------------------|---|---------------------------|
| <b>August 16/<br/>Week 1</b> | What is Rhetoric? | <p><b>Class:</b> Syllabus, Class Policies and expectations, Information and Policies Packet/ <b>Youtube:</b> Kid President: Pep Talk</p> <p><b>Class:</b> Sentence PowerPoint</p> <p><b>Class:</b> Purpose of Writing</p> <p><b>Class:</b> What is Rhetoric?</p> <p><b>Youtube:</b> Rhetoric video: Purdue Owl Vidcast</p> <p><b>Hybrid:</b> Blackboard Orientation/ Online Orientation Quiz <b>(Due August 22, 2017)</b></p> <p><b>Hybrid:</b> Student Profile Sheet <b>due August 22, 2017 by 11:59 pm</b></p> <p><b>Hybrid:</b> Read chapter 2: Rhetorical Situation</p> <p><b>Hybrid: Discussion Question</b><br/>Respond to 2 others in the course. <b>(Due August 22, 2017 by 11:59 pm)</b></p> <p><b>Hybrid:</b> Vocabulary List 1</p> | <p>*1,2,3,5<br/>**a,c</p> |

| Date/Week                           | Content  | Assignments & Tests Due Dates  | Competency Area             |
|-------------------------------------|--|--|-----------------------------|
| <p><b>August 23/<br/>Week 2</b></p> | <p>Writing Review/ Introducing Rhetoric and analysis</p> | <p><b>Class:</b> Writing dos and don'ts.<br/>Required parts of an essay<br/>Thesis Statements<br/>APA format<br/><b>Class:</b> Introduce rhetorical devices<br/><b>*You tube:</b> Introduction to Ethos, Pathos, and Logos<br/><b>Class:</b> Discuss other rhetorical devices and impact in writing or speech.</p> <p><b>Hybrid: Blackboard:</b> Run-ons and Fragments...Bring handouts to class on <b>Wednesday, August 30, 2017.</b></p> <p><b>Hybrid:</b> Argumentative essay topic. Submit <b>Tuesday, August 29, 2017 by 11:59 pm.</b></p> <p><b>Hybrid:</b> Discussion Question (<b>August 29, 2017 by 11:59 pm</b>).</p>  | <p>*1,2,3,4,5<br/>**a,c</p> |
| <p><b>August 30/<br/>Week 3</b></p> | <p>Rhetorical Analysis/ personal pronouns</p>            | <p><b>Class:</b> Sentence Quiz<br/><b>Class:</b> "A Life Beyond Do What You Love" Analyze text for rhetorical devices.</p> <p><b>Hybrid:</b> Discussion Question (<b>Due Tuesday, September 5, 2017 by 11:59 pm</b>)</p> <p><b>Hybrid:</b> Rhetorical Analysis Assignment<br/><b>*Youtube:</b> The Girl Who Silenced the World for 5 minutes (Discussion)</p> <p><b>Hybrid:</b> What is the Rhetorical Situation of this speech? Students are provided the link to speech and a transcript. Bring answers to the next class meeting.</p> <p><b>Hybrid:</b> Read chapter 4: Reading Critically, Analyzing Rhetorically</p> <p><b>Hybrid Reminder:</b> Vocabulary List 1: Prepare PowerPoint for submission in Week 4.</p> | <p>*1,2,3<br/>**a,c</p>     |

| Date/Week                             | Content   | Assignments & Tests Due Dates  | Competency Area          |
|---------------------------------------|---|--|--------------------------|
| <p><b>September 6/<br/>Week 4</b></p> | <p>Pronouns/ Rhetorical Analysis/Vocabulary</p> | <p><b>Class:</b> Grammar Test 1-Sentences<br/> <b>Class:</b> Personal Pronoun PowerPoint and Practice<br/> <b>Hybrid:</b> Pronoun Practice Quiz (<b>due Wednesday, September 13, 2017 by 11:00 am</b>)</p> <p><b>Hybrid:</b> Submit Vocabulary List 1 PowerPoint <b>on Tuesday, September 5, 2017 by 11:59 pm.</b></p> <p><b>Hybrid:</b> Pronoun Worksheet (<b>Complete by test date and bring to class-Wednesday, September 13, 2017</b>)<br/> <b>Class:</b> Pronoun Antecedent Agreement PowerPoint</p> <p><b>Hybrid:</b> Rhetorical Analysis rough draft <b>due Tuesday, September 12, 2017</b> in class.</p> <p><b>Hybrid Reminder:</b> Complete pronoun practice quiz and pronoun worksheet. Don't forget to bring worksheet to class. (<b>Wednesday, September 13, 2017</b>)</p> <p><b>Hybrid Reminder:</b> Rhetorical Analysis rough draft <b>due Wednesday, September 13, 2017</b> in class.</p> | <p>*1,2,3<br/> **a,c</p> |



| Date/Week                          | Content   | Assignments & Tests Due Dates  | Competency Area            |
|------------------------------------|---|--|----------------------------|
| <p><b>September 13/ Week 5</b></p> | <p>Pronouns/ APA/ Research</p>                        | <p><b>Class:</b> Grammar Test 2-Pronouns<br/> <b>Class:</b> Bring Pronoun worksheet in class for review.<br/> <b>Class:</b> APA/ Annotations</p> <p><b>Hybrid :</b> Rhetorical Analysis final draft due<br/> <b>Tuesday, September 19, 2017 by 11:59 pm</b></p> <p><b>Hybrid:</b> Discussion Question: Arg. Essay Topic and Working Thesis (<b>Due September 19, 2017 by 11:59 pm</b>)</p> <p><b>Hybrid:</b> Read chapter 6: Investigating</p> <p><b>Hybrid:</b> Investigative Essay</p> | <p>*1,2,3<br/> **a,c</p>   |
| <p><b>September 20/ Week 6</b></p> | <p>Annotated Bibliography/ References/ Vocabulary</p> | <p><b>Class:</b> Vocabulary Quiz: List 1<br/> <b>Class:</b> Library day</p> <p><b>Hybrid:</b> Vocabulary List 2</p> <p><b>Hybrid:</b> Discussion Question (<b>Due Tuesday, September 26, 2017 by 11:59 pm</b>)</p> <p><b>Hybrid:</b> Submit Annotated Bibliography and Reference List...separate drop boxes are located in <b>Week 8. Due Wednesday, October 5, 2016 by 11:59 pm. (The references should be for the Argumentative Research Essay)</b></p>                                | <p>*1,2,3,4<br/> **a,c</p> |

| Date/Week                          | Content  | Assignments & Tests Due Dates   | Competency Area           |
|------------------------------------|--|---|---------------------------|
| <p><b>September 27/ Week 7</b></p> | <p>Verbs/Argumentative Essay/<br/>Advertisement Analysis</p> | <p><b>Class:</b> Verbs and Tenses PowerPoint<br/><b>Class:</b> Subject-Verb Agreement</p> <p><b>Hybrid:</b> Verb Practice Quiz (<b>due Wednesday, October 4, 2017 by 11:00 am</b>).</p> <p><b>Hybrid:</b> Read chapter 10: Arguing</p> <p><b>Hybrid:</b> Verb worksheets (due in class completed <b>Wednesday, October 4, 2017 at 11:00 am</b>)<br/><b>Thursday</b></p> <p><b>Hybrid:</b> Vocabulary List 2. Submit Vocabulary List 2 PowerPoint <b>by Wednesday, October 4, 2017 by 11:59 pm</b>.</p> <p><b>Hybrid:</b> Investigative Essay due <b>Tuesday, October 3, 2017 by 11:59 pm</b>.</p>           | <p>*1,2,3<br/>**a,c</p>   |
| <p><b>October 4/ Week 8</b></p>    | <p>Verbs/ Research/Vocabulary</p>                            | <p><b>Class:</b> Grammar Test 3: Verbs<br/><b>Class:</b> Bring Verb worksheets to class for review</p> <p><b>Hybrid:</b> Discussion Question/ Thesis Statement and Evaluation: Argumentative Essay Thesis Statement due <b>Tuesday, October 10, 2017 by 11:59 pm</b>.</p> <p><b>Hybrid:</b> Submit Annotated Bibliography and Reference List...drop boxes are located in Week 8. <b>Due Wednesday, October 4, 2017 by 11:59 pm</b>.</p> <p><b>Hybrid:</b> Argumentative Essay. Begin drafting.</p> <p><b>Hybrid:</b> Submit List 2 Vocabulary PowerPoint <b>Wednesday, October 4, 2017 by 11:59 pm</b>.</p> | <p>*1,2,3,4<br/>**a,c</p> |

| Date/Week                      | Content                             | Assignments & Tests Due Dates  | Competency Area   |
|--------------------------------|-------------------------------------|--|-------------------|
| <b>October 11/<br/>Week 9</b>  | Commas/ Vocabulary                  | <p><b>Class:</b> Vocabulary List 2 Quiz<br/> <b>Class:</b> Commas PowerPoint<br/> <b>Class:</b> Commas and Conjunction PowerPoint</p> <p><b>Hybrid:</b> Commas Practice Quiz(<b>due Wednesday, October 18, 2017 by 11:00 am</b>)</p> <p><b>Hybrid:</b> Commas Worksheets( bring to class completed <b>on Wednesday, October 18, 2017</b>)</p> <p><b>Hybrid :</b> Discussion Question (<b>due Tuesday, October 17, 2017 by 11:59 pm</b>)</p> <p><b>Hybrid Reminder :</b> Commas Practice Quiz(<b>due Wednesday, October 18, 2017 by 11:00 am</b>)<br/> <b>Hybrid Reminder:</b> Commas worksheets (bring to class completed <b>on Wednesday, October 18, 2017</b>)</p> | *1,2,3<br>**a,c   |
| <b>October 18/<br/>Week 10</b> | Commas/ Semicolon & Colon           | <p><b>Class:</b> Commas Test<br/> <b>Class:</b> Other Punctuation PowerPoint<br/> <b>Class:</b> Semicolon/Colon PowerPoint</p> <p><b>Hybrid:</b> Continue drafting Argumentative Essay</p>   | *2,3<br>**a,c     |
| <b>October 25/<br/>Week 11</b> | Research/ Writing Process/ Drafting | <p><b>Class:</b> Library Day</p> <p><b>Hybrid:</b> Continue drafting Argumentative Essay</p> <p><b>Hybrid:</b> Argumentative Essay Outline <b>due Tuesday, October 31, 2017 by 11:59 pm.</b></p>   | *1,2,3,4<br>**a,c |

| Date/Week                       | Content                                     | Assignments & Tests Due Dates  | Competency Area   |
|---------------------------------|---|--|-------------------|
| <b>November 1/<br/>Week 12</b>  | Nouns/ Vocabulary                           | <p><b>Class:</b> Nouns: Possession PowerPoint<br/> <b>Class:</b> Nouns: Singular/Plural</p> <p><b>Hybrid:</b> Vocabulary List 3</p> <p><b>Hybrid :</b> Nouns Practice Quiz(complete by <b>Wednesday, November 8, 2017 by 11:00 am</b>)<br/> <b>Hybrid:</b> Nouns Worksheet (bring to class completed on <b>Wednesday, November 8, 2017</b>)</p>  | *2,3<br>**a,c     |
| <b>November 8/<br/>Week 13</b>  | Nouns/ APA Review                           | <p><b>Class:</b> Nouns Test<br/> <b>Class:</b> Review Dos and Don'ts of Writing. Review APA format/ Reliable sources</p> <p><b>Hybrid:</b> Discussion Question (<b>due Tuesday, November 14, 2017 by 11:59 pm</b>)</p> <p><b>Hybrid :</b> Submit Vocabulary List 3 PowerPoint <b>Wednesday, November 8, 2017 by 11:59 pm</b></p> <p><b>Hybrid Reminders:</b> Nouns Practice Quiz(complete by <b>Wednesday, November 8, 2017 by 11:00 am</b>)<br/> <b>Hybrid Reminder:</b> Nouns Worksheet (bring to class completed on <b>Tuesday, November 8, 2017</b>)</p> | *1,2,3,4<br>**a,c |
| <b>November 15/<br/>Week 14</b> | Library Day<br>Research/Argumentative Essay | <p><b>Class:</b> Vocabulary Quiz<br/> <b>Class:</b> Argumentative Essay draft /<b>peer review/revising/editing</b><br/> <b>Class:</b> Argumentative Essay Draft</p> <p><b>Hybrid:</b> Discussion Question: Reflection (<b>due Tuesday, November 28, 2017 by 11:59 pm</b>)</p> <p><b>Hybrid:</b> Argumentative Essay final draft <b>due Tuesday, November 21, 2017 by 11:59 pm.</b></p>   | *1,2,3,4<br>**a,c |

| Date/Week                       | Content  | Assignments & Tests Due Dates  | Competency Area   |
|---------------------------------|--|--|-------------------|
| <b>November 22</b>              | Thanksgiving Holiday                                   | Enjoy!!  |                   |
| <b>November 28/<br/>Week 15</b> | Writing Process/ Revision/<br>Proofreading and Editing | <b>Class:</b> Make-up day<br><b>Class:</b> Final exam tutoring and<br>appointments | *1,2,3,4<br>**a,c |
| <b>December 5-7</b>             | Final Exam   | <b>Final Exam: Grammar</b><br><br><b>Final Exam: Essay</b>                         |                   |

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

**\*Competency Areas:**

1. Analysis of Writing
2. Applied Grammar and Writing Skills
3. Editing and Proofreading
4. Research Skills
5. Oral Communication Skills

**\*\*General Education Core Competencies**

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