



ENGL 1010
HYBRID COURSE SYLLABUS
Fall Semester 2021 (202212)

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Class Location: Building A, room 156

Class Meets: 40% Hybrid / Face-to-Face 60% Tuesday 9:30-11:00 a.m.

Course Reference Number (CRN): 20095

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Vicky Conner

Office Location: Building A, room 155

Office Hours: Monday 1:00-3:00 p.m., Tuesday and Wednesday 1:00-4:30 p.m.

Email Address: [Vicky Conner \(vconner@southeasterntech.edu\)](mailto:vconner@southeasterntech.edu)

Phone: 912-538-1992

Fax Number: 912-538-3156

Tutoring Hours: by appointment or drop by my office

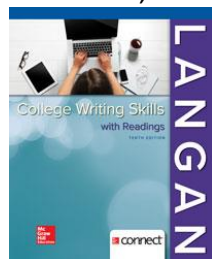
This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

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

Albright, Z. L. & Langan, J. (2021). *English Skills with Readings*. McGraw-Hill. ISBN 10: 60899896; ISBN 13: 9781260899894.



REQUIRED SUPPLIES & SOFTWARE

Students need a three-ring binder for their book, a flash drive, loose-leaf paper, pencils, blue-black pens, and access to Internet and Southeastern Technical College's Remote Lab Access, RemoteApp, or Remote Application Services.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

MAJOR COURSE COMPETENCIES

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

PREREQUISITE(S)

ENGL 0090 OR Appropriate Placement Test Score AND READING 0090—Reading II OR Appropriate Placement Test Score.

COURSE OUTLINE

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

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

1. Students are required to complete all assignments on the lesson plan by their due dates to exit the class. Bring required book and supplies, including pencils and pens, for class to avoid deduction of points. Students will not share books.
2. **Use Mozilla Firefox or Google Chrome** as the main Internet browsers. Blackboard does not support Internet Explorer or Microsoft Edge (E at the bottom of the screen). These

two browsers cause assignment boxes, exams and quizzes to close prematurely or will not allow a student to submit them.

3. Be sure to have a strong Internet connection. If there are problems with the Internet at home, come to STC to submit assignments. The Library is open Monday-Thursday, 8:00 a.m. to 8:00 p.m.
4. A hybrid class means that students must attend class and complete assignments on Blackboard. Missing class can cause a student to fail.
5. Writing assignments are completed in class. All writing assignments must be in APA format, typed in Microsoft Word, and submitted in the Blackboard assignment box.
6. Screenshots and late assignments will be given a zero.
7. Dropping a grade or extra credit assignments will not be given. **Do not ask.**

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times in a classroom or lab of Southeastern Technical College. 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). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

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.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another 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)

COVID-19 Key Symptoms
Nausea or vomiting
In the past 14 days, if you:
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, 912-538-3195.

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.

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: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas 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.

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 (October 26, 2021) 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" is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point (October 26, 2021). 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" 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.

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

The course has a total of four major grammar exams which are given in class. Missed exams receives a zero in the gradebook. The makeup **grammar exam** will be administered at the end of the course at the instructor's discretion and will be a pencil and paper test. If a student misses more than one grammar exam, the student will be allowed to make up only one grade. **Quizzes** that are missed will not be made up and will receive a zero. If a student misses class on the day a writing assignment is due, the student has one week to make up the assignment. The writing must be scheduled outside of class time. Only one writing assignment may be made up. Until the assignment is made up, a zero will be in the gradebook. Dropping a grade or extra credit assignments will not be given.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College 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 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.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

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

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 \(STC\) Website \(http://www.southeasterntech.edu/\)](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
Grammar Exams	25%
Writing Assignments	35%
Homework and Quizzes	15%
Final Grammar Exam	10%
Essay Final	15%

GRADING SCALE

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

**ENGL 1010—Fundamentals of English
Fall Semester 2021 (202112) Lesson Plan**

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
August 17	The book required is <i>English Skills with Readings</i> 10 th edition	STC Policies Introduction to Syllabus Introduction to Blackboard and Office 365	All hybrid assignments are due on Mondays at 11:59 p.m. (end of day.) Assignment boxes will close. Tutoring sessions are available after class or by appointment upon students' request. (The appointment makes sure that I am in the office.) Students may be required to come to tutoring at my request. These sessions take less than 20 minutes, depending on the topic for discussion.	*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<p><u>Week 1</u> August 18-24 (class date)</p>	<p>Diagnostic Test</p> <p><i>English Skills with Readings</i> Chapter 19, page 406, chapter 21, page 417, and chapter 2, page 27</p>	<p>Discussion of Chapters 1 and 2 in <i>English Skills with Readings</i>. Writing Process Paragraph Structure</p>	<p>Homework is due Monday, August 23, 2021 before 11:59 p.m. Read syllabus and study rubrics.</p> <p>Hybrid—Navigate to Getting Started and fill out each section.</p> <p>Hybrid—Navigate to Blackboard Orientation and fill out everything.</p> <p>In Blackboard, navigate to Lessons and Week 1 folder. HYBRID—Week one folder has three folders. Complete the exercises in each folder.</p>	<p>*1, 2, 3, 5 **a, b, c</p>
<p><u>Week 2</u> August 25-31 (class date)</p>	<p>In <i>English Skills with Readings</i>, Chapter 22, page 430, chapter 23, page 443, and chapter 3, page 61.</p>	<p>Discussion of chapter 3</p>	<p>Due Monday, August 30, 2021 11:59 p.m. In Blackboard, navigate to Lessons and Week 2 folder. HYBRID—Week 2 folder has two folders inside. Complete the exercises in each folder.</p> <p>In Blackboard, navigate to Grammar Bytes. Practice on Comma Splices & Fused Sentences and Fragments to prepare for G Exam 1.</p>	<p>*1, 2, 3, 5 **a, b, c</p>

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<u>Week 3</u> September 1-7 (class date)	Exam 1 <i>In English Skills</i> <i>with Writings,</i> chapter 24, page 454 chapter 25, page 460, chapter 4, page 99, and	Worksheets for chapter 4 Example Paragraph and examples	Due Monday, September 6, 2021 at 11:59 p.m. In Blackboard, navigate to Exams and take G. Exam 1. Note that Monday, September 6, is a holiday. Take the exam early. HYBRID—G. Exam 1 is an open-book test over chapter 19, 21 and 22. Students have one hour to take the exam. The exam is open-book. In Blackboard, navigate to Lessons and Week 3 Folder. HYBRID—Complete the activities inside the Week 3 folder.	*1, 2, 3, 5 **a, b, c
<u>Week 4</u> September 8-14 (class day)	<i>In English Skills</i> <i>with Readings,</i> chapter 26, page 464, chapter 27, page 471, and chapter 6, page 152	We will write an Example paragraph in class. Those students who do not attend will have to schedule a time outside of class to make up the exam.	Due Monday, September 13, 2021. In Blackboard, navigate to Lessons, and click on Week 4 folder. HYBRID—Complete all the assignments in the Week 4 folder.	*1, 2, 3, 5 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
Week 5 September 15-21	G. Exam 2 In <i>English Skills with Readings</i> , chapter 5, page 121.	We will discuss and work through the worksheet to prepare for G. Exam 5.	Due Monday, September 20, 2021. In Blackboard, navigate to Exams. HYBRID—Take G. Exam 2. G. Exam 2 covers chapters 23, 24, 26, and 27. Students have one hour to take the test. Students may use their books. Navigate to Lessons, and click on Week 5 folder. Watch the videos and practice on the exercises. Afterward, work on the chapter 5 worksheet by using <i>English Skills with Readings</i> . The worksheet is a pretest. Bring the completed sheet to class for discussion. We will go to the board and do work.	*1, 2, 3, 5 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
Week 6 September 22-28	G. Exam 3 In <i>English Skills with Readings</i> , chapter 32, page 504	Cause or Effect Paragraph, worksheet and examples. We will write the paragraph in class.	Due Monday, September 27, 2021. In Blackboard, navigate to Exams. HYBRID--Take G. Exam 3 over chapter 5. This short-answer exam requires students to type out the correct sentence. Blackboard will not grade these tests. The test is open-book, but students may take the test only once. The exam closes February 22 at 11:59 p.m. Navigate to Lessons and Week 6 folder. HYBRID--Complete the assignments in the folder.	*1, 2, 3 **a, b, c
Week 7 September 29-October 5	In <i>English Skills with Readings</i> , read "Treating Addiction in Court," page 667, chapter 33, page 512 and chapter 34, page 520	Things to Remember When Writing Comparison/Contrast paragraph	Due Monday, October 4, 2021. In Blackboard, navigate to Lessons and click on Week 7 folder. HYBRID—Complete all the assignments in Week 7 folder.	*1, 2, 3, 5 **a, b, c
Week 8 October 6- 12	In <i>English Skills with Readings</i> , chapter 29, page 482 and chapter 35, page 529	We will write the comparison/contrast paragraph. Give handout for Essay.	Due Monday, October 11, 2021. In Blackboard, navigate to Lessons, and click on Week 8 folder. HYBRID—Complete all the exercises in Week 8 folder.	*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
Week 9 October 13-19	In <i>English Skills with Readings</i> , chapter 16, page 326 In <i>English Skills with Readings</i> , “All the Good Things,” page 574.	Lecture on essay writing. Discussion of hand out given out last week. Examples of essays.	Due on Monday, October 18, 2021. In Blackboard, navigate to Lessons, and click on Week 9 folder. HYBRID --Watch the videos and read the exercises in the folder. HYBRID —Take the reading quiz. Complete the handout and bring to class for discussion.	*1, 2, 3, 5 **a, b, c
Week 10 October 20-26	Exam 4 over chapters 29, 32, 33, 34, and 35	Writing Essay 1 outline and rough draft	Due on Monday, October 25, 2021. In Blackboard, navigate to Lessons, and click on Week 10 folder. HYBRID —Take G. Exam 4. Exam 4 covers chapters 29 32, 33, 34, and 35. The test is open-book.	*1, 2, 3, 5 **a, b, c
Week 11 October 27- November 2	In <i>English Skills with Readings</i> , chapter 30, page 491, chapter 31, page 500, and “How They Get You to Do This,” page 644	Peer Review of Essay Final Draft	Due on Monday, November 1, 2021. In Blackboard, navigate to Lessons and click on Week 11 folder. HYBRID —complete all the assignments inside Week 11 folder.	*1, 2, 3, 5 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
Week 12 November 3-9	In <i>English Skills with Readings</i> , chapter 36, page 534, chapter 37, page 545 and chapter 28, page 477	Library Skills Galileo APA documentation and Summarization	Due on Monday, November 8, 2021. In Blackboard, click on Lessons and Week 12. HYBRID —complete all the assignments in Week 12 folder.	*1, 2, 3, 4 **a, b, c
Week 13 November 10-16		Library Skills Assignment APA documentation and Summarization The assignment will be due at the end of class.		*1, 2, 3, 4 **a, c
Week 14 November 17-23(class date)	In <i>English Skills</i> <i>with Readings</i> , take the Sentence-Skills Achievement Test on page 708.	Essay Review Things to Remember When Writing	Due Monday November 22, 2021. In <i>English Skills with</i> <i>Readings</i> , take the Sentence-Skills Achievement Test on page 708. Bring the completed document to class for submission. <i>Blackboard will be</i> <i>down from November</i> <i>20-27 for</i> <i>maintenance.</i>	*1, 2, 3, 4 **a, b, c
Week 15 November 24-30 (class day)		We will write the final essay in class.		*1, 2, 3 **a, c
December 1-7 (class day)		Final Grammar Exam		*1, 2, 3 **a, c
		The instructor reserves the right to change the syllabus as needed.		

***Competency Areas:**

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

****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.

Grading Scale –Exemplification Paragraph	
CRITERIA	SCORE
<u>Example</u> <ul style="list-style-type: none"> • Examples to support topic sentence • Examples stated clearly in specific language • Transitional words used to link examples 	20
<u>Writing Process</u> <ul style="list-style-type: none"> • Evidence of brainstorming & organizing ideas • Evidence of drafts and revisions • Considers audience 	5
<u>Topic Sentence</u> <ul style="list-style-type: none"> • States topic • Expresses purpose for writing • Focused • Restated in Concluding Sentence 	20
<u>Support</u> <ul style="list-style-type: none"> • Sufficient Explanations and Details • Points clarified with explanations that limit and focus the main idea • All examples and explanations relate to main point (unity) • Examples are clear (clarity) • Organized according to purpose 	25
<u>Format</u> <ul style="list-style-type: none"> • Title appropriate and correct • Formatted correctly 	10
<u>Grammar</u> <ul style="list-style-type: none"> • No fragments • No run-ons • No problems with capital letters • No spelling errors 	20
A ten-point penalty will be applied if ALL instructions are not followed. <u>Total Points</u>	

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

Five Paragraph Essay Grading Scale
English 101

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

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

Compare/Contrast Paragraph

Criteria and Comments	Points
Compare/Contrast <ul style="list-style-type: none"> • Either Compares or Contrasts (not both) • Meaningful comparison or contrast • Interesting comparison or contrast • Developed thoroughly • Uses transitions to enhance meaning between ideas 	25
Structure <ul style="list-style-type: none"> • Begins with topic sentence that states whether paragraph is comparison or contrast • Supporting sentences limit and focus the main idea • Uses point-by-point or side-by-side organization throughout paragraph • Explanations and details well-developed • Closing sentence reflects topic sentence and provides closure 	25
Support <ul style="list-style-type: none"> • All examples and explanations relate to main point (unity) • Examples are clear (clarity) • Transitional between ideas in details to achieve (coherence) 	25
Grammar <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • spelling and capitalization 	25
<p style="text-align: center;">A ten-point penalty will be applied if ALL instructions are not followed.</p> <p style="text-align: right;"><u>Total Points</u></p>	