



**ENG 1010  
Fundamentals of English  
COURSE SYLLABUS  
Online  
Fall Semester 2015  
Mini-mester A**

**Semester:** Fall 2015

**Course Title:** Fundamentals of English

**Course Number:** ENG 1010

**Credit Hours/ Minutes:** 3/2250

**Class Location:** GVTC/Angel

**Class Meets:** Via Internet / 9 wks.

**CRN:** #20107

**Instructor:** P. Frost

**Office Hours:** By appointment

**Office Location:** Main Building, Room 407

**Email Address:** pfrost@southeasterntech.edu

**Phone:** 912.538.3163

**Fax Number:**

**Tutoring Hours:** By appointment or email

**REQUIRED TEXT:** Langan, J.(2014). English skills with readings (9<sup>th</sup> ed.).Boston: McGraw-Hill. ISBN # 978-0-07-351356-0.

**REQUIRED SUPPLIES & SOFTWARE:** Jump drive, access to Internet, and access 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 ANGEL 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:** 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 communications skills. Homework assignments reinforce classroom learning.

**MAJOR COURSE COMPETENCIES:** Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills; research skills; oral communications skills.

**PREREQUISITE(S):** ENG 097- English II OR Appropriate Placement Test Score AND READ 0097- Reading II OR Appropriate Placement Test Score.

**COURSE OUTLINE:**

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

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

- 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.
- d. The ability to utilize basic computer skills.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS (Online):** Students are expected to complete all assignments by the due dates. Assignments are due by Monday by 8:00 p.m. of the following week. For example, Week 3's assignments should be submitted by Monday at 8:00 of Week 4. Tests are made available at 8:00 p.m. on Thursdays and are available until Monday nights 8:00 pm. Assignments must be completed by the assigned dates or per the instructor. 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 ANGEL announcements daily. Read instruction documents under Coursework tab in ANGEL if you have any further questions about course content, expectations, or due dates.

**DISCUSSION BOARDS:** For DBs, students should submit a grammatically correct 100-word post plus two response posts of at least 50 words apiece in order to receive full credit.

Additionally, all online students are required to attend either the Vidalia campus or the Swainsboro campus at an assigned time for a proctored event. Please see **PROCTORED EVENT REQUIREMENT** below for details.

**ONLINE ATTENDANCE PROCEDURE:** 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 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 one week to complete tests and assignments. All tests and assignments are due at 8:00 pm on the following Monday of each week. For example, Week 3's assignments should be submitted by Monday at 8:00 of Week 4. 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.

**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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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

#### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley (478) 289-2274 -- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

**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.

**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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be

monitored by the instructor or another STC employee. 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 further 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 under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval 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, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored event for this class will be the Final Essay Exam and is scheduled on the following dates and times: Vidalia Campus, Tues., Sept 29<sup>th</sup> 3:00-5:00, Main Bldg., Room 405 and Swainsboro Campus, Wed., Sept. 30<sup>th</sup> 1:30-3:30, Room 2102.**

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): (Tests, quizzes, homework, projects, etc...):** *Assignments* are due on Mondays by 8:00 p.m. of the following week. *Tests* are made available at 8:00 p.m. on Thursdays and are available until Monday nights 8:00 pm. Assignments must be completed by the assigned dates or per the instructor. Extra credit work to increase a grade will not be given. If a student misses a test during a week, a grade of zero will be assigned. Only students with extenuating circumstances (who contact the instructor during the week of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero. Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken as soon as possible. Failure to follow this procedure will result in a grade of zero.

**ACADEMIC DISHONESTY POLICY:** The 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:

##### **--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.

##### **--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.

##### **--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 second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.



## Academic dishonesty includes the following:

**Collusion** (obtaining help from someone else with your writing except during peer review) and **other forms of cheating**, such as cheating on tests or quizzes, will result in a zero on the assignment.

**Plagiarism will result in a grade of “0” for the assignment—no exceptions.** You've committed plagiarism if you've done one of the following in preparing an essay, report, or assignment:

- Used three or more consecutive words written by another person without putting quotes around the words
- Used several consecutive sentences written by another person, changing the words only slightly to keep it from being an exact quote
- Created a "mosaic" of other people's words, sentences, and paragraphs from a variety of sources
- Used someone else's ideas without citing that person as the original thinker
- Turned in a paper written in part or in whole by someone else

Plagiarism is the most serious form of academic dishonesty and can result in expulsion from a college or university.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

**ACCESS TO TECHNOLOGY:** For information regarding Angel, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <http://www.southeasterntech.edu>.

### GRADING POLICY

Tests	25%
Writing Assignments	30%
Quizzes/DB/Other	10%
*Grammar Final	20%
Essay Final	15%
(*Proctored Event is required to pass.)	

### GRADING SCALE

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

### 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.*

**\*\* Instructor reserves the right to modify plans as she deems necessary.**

**English 1010  
ONLINE  
Mini-mester A  
Fall Semester 2015**

Date	Chapter / Lesson	Content	Assignments Tests	*Competency Area **Gen. Ed. Competency
<b>Week 1</b> <b>Aug. 17-20</b>	Ch. 21 Ch 23 Ch. 24	Introduction to Course Syllabus STC Policies ANGEL and ANGEL Workshop  Diagnostic Test  Subjects and Verbs Fragments Run-ons	<p>Attend one of the ANGEL sessions for Fall. <b>Vidalia Campus: 1) Tuesday, Aug. 18 at 5:00 p.m., in lab 809 in the Gillis Medical Building.</b> Tina Jernigan will hold an orientation on mySTC, ANGEL, Owl Mail, and other helpful topics. Although optional, ALL students new to online learning are encouraged to attend.</p> <p><b>Swainsboro Campus: Two Days Available: 1) Wednesday, Aug. 19 at 3:00 p.m., in Math Lab Room 6218 in Building 6,</b></p> <p>For those who sign the attendance sheet, there will be an <b>extra five points on Exam 1.</b></p> <p><b>ANGEL Assignments due by 8 pm Monday, Aug. 24<sup>th</sup>. Be sure to look in Writing Folder and Test Folder for deadline dates.</b></p> <ol style="list-style-type: none"> <li>1. Read the folders labeled, Faculty Information, Frequently Asked Questions, and Course Netiquette. This information is useful in every course taken at STC. In the Frequently Asked Questions folder, click on Drop box instructions.</li> <li>2. Go to STC's home web site; click on Library, click on "Spring 2015 Student Information and Policies Packet (in Word Format) and read.</li> <li>3. Complete the documents entitled "Acknowledgement of STC Policies and Procedures," Student Profile, and The Southeastern Technical College Honor Pledge. Save these documents to the P files.</li> <li>4. After saving to the P files, go to ANGEL. Under Course Work, select the drop box labeled Drop Box for Student Information Packet. <u>Submit the completed documents in the digital drop box Monday, May 25th before 8:00pm</u> (The instructions for using a drop box should have been printed from the Frequently Asked Questions folder.) To locate the drop box, click on Course Work and Week 1. The drop box is inside.</li> </ol> <p>Complete all the exercises in the folder labeled Week 1.</p> <p><b>Assignments on ANGEL due by 8 p.m. Monday, Aug. 24<sup>th</sup>. Be sure to look in Writing Folder and Test Folder for deadline dates.</b></p> <p>In <i>English Skills with Readings</i>, by Langan, complete the Diagnostic Test on p. 412.</p>	*1, 2, 3 a, c, d
<b>Week 2</b> <b>Aug.</b>	Ch. 3 Ch. 4	First and Second Step in Writing The Third Step in	<p><b>Assignments on ANGEL due before 8:00pm Monday, Aug 31st. Be sure to look in Writing Folder and Test Folder for deadline dates.</b> Read Ch.3 First and Second</p>	*1, 2, 3, 5 a, c, d

24-27		Writing Exemplification Paragraph	Step in Writing <i>English Skills with Readings</i> by Langan. Read Ch.4 "The Third Step in Writing". Exemplification Paragraph assigned <b>Grammar Test #1 (Available Thursday, 8pm-Monday, 8pm)</b> Complete all the exercises in the folder labeled Week 2.	
<b>Week 3</b> <b>Aug. 31-</b> <b>Sept. 3</b>	Ch. 25 Ch. 26  Ch. 5 Ch. 6	Standard Verbs pp. 457-465 Irregular Verbs pp. 466-474  Fourth Step in Writing Process Four Bases for Revising Writing  Cause and Effect Paragraph	<b>Assignments on ANGEL due by 8:00 p. m. Monday, Sept. 7th. Be sure to look in Writing Folder and Test Folder for deadline dates.</b>  Read Chapter 25 Standard Verbs Read Chapter 26 Irregular Verbs. Discussion Board #1 (Please read Discussion Board Rubric found below.) Complete all the exercises in the folder labeled Week 3. Exemplification Paragraph due.  <b>Assignments on ANGEL due by 8:00 p. m. Monday, Sept. 7th. Be sure to look in Writing Folder and Test Folder for deadline dates.</b>  Read Chapter 5 Fourth Step in Writing Process Read Chapter 6 Four Bases for Revising Writing. Discussion Board #2 <b>Grammar Test #2 (Available Thursday, 8pm-Monday, 8pm)</b> Complete all the exercises in the folder labeled Week 3.	*1,2,3,5 a,c,d
<b>Week 4</b> <b>Sept. 7-10</b>	Ch. 33 Ch. 35 Ch. 36  Ch. 11	Capital Letters pp. 514-522. Apostrophes pp. 527-535 Quotation Marks pp. 536-543  Comparison/Contrast pp.227-246	<b>Assignments on ANGEL due by 8:00 p. m. . Monday, Sept. 14<sup>th</sup>. Be sure to look in Writing Folder and Test Folder for deadline dates.</b>  Read Chapter 33 Capital Letters Read Chapter 35 Apostrophes Read Chapter 36 Quotation Marks. Discussion Board #3 Cause or Effect Paragraph due Complete all the exercises in the folder labeled Week 4. <b>Assignments on ANGEL due by 8:00 p. m. Monday, Sept. 14<sup>th</sup>. Be sure to look in Writing Folder and Test Folder for deadline dates.</b>  Read Chapter 11 Comparison/Contrast Discussion Board #4 Discussion Board #5  <b>Grammar Test #3 (Available Thursday, 8pm-Monday, 8pm)</b> Complete all the exercises in the folder labeled Week 4.	*1, 2, 3, 5 **a, b, d

			<p><b>**PROCTORED EVENT</b> coming up! Vidalia Campus, <b>Tues., Sept 29<sup>th</sup> 3:00-5:00</b>, Main Bldg., Room 405 and Swainsboro Campus, <b>Wed., Sept. 30<sup>th</sup> 1:30-3:30</b>, Room 2102.</p>	
<p><b>Week 5</b> <b>Sept. 14-17</b></p>	<p>Ch. 27 Ch. 37</p> <p>Ch. 14</p>	<p>Subject /Verb Agreement pp. 475-482 Commas pp. 544-552</p> <p>Description pp. 275-292</p>	<p><b>Assignments on ANGEL due by 8:00 p. m. Monday, Sept 21<sup>st</sup>. Be sure to look in Writing Folder and Test Folder for deadline dates.</b></p> <p>Read Chapter 27 Subject/Verb Agreement Read Chapter 37 Commas Discussion Board #6 Comparison/Contrast Paragraph due Complete all the exercises in the folder labeled Week 5. <b>Assignments on ANGEL due by 8:00 p. m. Monday, Sept. 21<sup>st</sup>. Be sure to look in Writing Folder and Test Folder for deadline dates.</b></p> <p>Read Chapter 14 Description <b>Grammar Test #4 (Available Thursday, 8pm-Monday, 8pm)</b> Discussion Board #7 Complete all the exercises in the folder labeled Week 5.</p> <p><b>**PROCTORED EVENT</b> next week! Vidalia Campus, <b>Tues., Sept 29<sup>th</sup> 3:00-5:00</b>, Main Bldg., Room 405 and Swainsboro Campus, <b>Wed., Sept. 30<sup>th</sup> 1:30-3:30</b>, Room 2102.</p>	<p>*1, 2, 3, 5 **a, b, d</p>
<p><b>Week 6</b> <b>Sept. 21-24</b>  <b>(65%)</b></p>	<p>Ch. 28 Ch. 29</p> <p>Ch. 18</p>	<p>Pronoun Agreement and Reference pp. 482-488 Pronoun Types pp. 489-494 Descriptive Paragraph Writing the Essay pp. 336-368</p>	<p><b>Assignments on ANGEL due by 8:00 p. m. Monday, Sept. 28<sup>th</sup>. Be sure to look in Writing Folder and Test Folder for deadline dates.</b></p> <p>Read Chapter 28 Pronoun Agreement and Reference Read Chapter 29 Pronoun Types pp. 489-494. Discussion Board #8 Complete all the exercises in the folder labeled Week 6. <b>ANGEL Assignments due by 8:00 p. m. Monday, Sept. 28<sup>th</sup>. Be sure to look in Writing Folder and Test Folder for deadline dates.</b></p> <p>Read Chapter 18 Writing the Essay Essay #1 <b>Grammar test # 5</b> Complete all the exercises in the folder labeled Week 6.</p>	<p>*1, 2, 3, 5 **a, b, d</p>

			<p><b>PROCTORED EVENT</b> Vidalia Campus, <b>Tues., Sept 29<sup>th</sup> 3:00-5:00</b>, Main Bldg., Room 405 and Swainsboro Campus, <b>Wed., Sept. 30<sup>th</sup> 1:30-3:30</b>, Room 2102.</p>	
<p><b>Week 7</b> <b>Sept. 28-Oct. 1</b></p>	<p>Ch. 38 Ch. 42 Ch. 43</p> <p>Ch. 30 Ch. 31</p>	<p>Other Punctuation Marks pp. 554-557 Commonly Confused Words pp. 578-587 Effective Word Choice pp. 588-593</p> <p>Adjectives and Adverbs pp. 495-499 Misplaced and Dangling Modifiers pp. 500-507</p>	<p><b>Assignments on ANGEL due by 8:00 p. m. Monday, Oct. 5th. Be sure to look in Writing Folder and Test Folder for deadline dates.</b></p> <p>Read Chapter 38 Other Punctuation Marks Pronoun Read Chapter 42 Commonly Confused Words Read Chapter 43 Effective Word Choice Essay #1 due Discussion Board #9 <b>Grammar test #6</b> Complete all the exercises in the folder labeled Week 7.</p> <p><b>ANGEL Assignments due by 8:00 Monday, Oct. 5th. Be sure to look in Writing Folder and Test Folder for deadline dates.</b></p> <p>Read Chapter 30 Adjective and Adverbs Read Chapter 31 Misplaced and Dangling Modifiers Essay #2 assigned Complete all the exercises in the folder labeled Week 7.</p>	<p>*1, 2, 3, 4, 5 **a, b, d</p>
<p><b>Week 8</b> <b>Oct. 5-8</b></p>	<p>Readings I</p> <p>Readings II</p>		<p><b>ANGEL Assignments due by 8:00 Monday, July 20th. Be sure to look in Writing Folder and Test Folder for deadline dates.</b></p> <p>Read "Rowing the Bus," p. 646; "The Scholarship Jacket," p. 654 ; and "Joe Davis: A Cool Man," p. 661 Discussion Board #10 Complete all the exercises in the folder labeled Week 8.</p> <p><b>ANGEL Assignments due by 8:00 on Monday, July 20<sup>th</sup>. Be sure to look in Writing Folder and Test Folder for deadline dates.</b></p> <p>Read "The Fist, the Clay, and the Rock," p 669; "What Good Families are Doing Right," p. 674; and "Let's Really Reform Our Schools," p. 705. Complete all the exercises in the folder labeled Week 8.</p> <p>Grammar Final available this week</p> <p>Complete all the exercises in the folder labeled Week 8.</p>	<p>*1, 2, 3, 5 **a, b, d</p>

<b>**The instructor reserves the right to modify these lesson plans as she deems necessary.</b>				

**\*Course Competencies**

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

**\*\*General Education Competency Areas**

- 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.
- d. The ability to utilize basic computer skills.

## Discussion Board Rubric

Instructor: P. Frost

*All discussion boards **MUST** contain **one** post and a minimum of **two** replies.  
Original Post must contain a minimum of **100 words**.  
Replies must contain a minimum of **50 words**.*

**100**: Initial post is at least 100 words. Response posts are at least 50 words. There are few if any grammatical, spelling, mechanical, or capitalization errors.

**50**: There is only initial post of at least 100 words. There are few if any grammatical, spelling, mechanical, or capitalization errors.

**25**: There is only one response post of at least 50 words. There are few if any grammatical, spelling, mechanical, or capitalization errors.

\*In addition to above, points may be deducted at instructor's discretion for content, connectivity, professionalism as deemed necessary.

## Grading Scale –Exemplification Paragraph

<u>Example</u> <ul style="list-style-type: none"> <li>• Examples to support topic sentence</li> <li>• Examples stated clearly</li> <li>• Transitional words used to link examples</li> </ul>	20
<u>Writing Process</u> <ul style="list-style-type: none"> <li>• Evidence of brainstorming &amp; organizing ideas</li> <li>• Evidence of drafts and revisions</li> <li>• Considers audience</li> </ul>	15
<u>Topic Sentence</u> <ul style="list-style-type: none"> <li>• States topic</li> <li>• Expresses opinion attitude or feeling</li> <li>• Focused</li> <li>• Restated as Concluding Sentence</li> </ul>	20
<u>Support</u> <ul style="list-style-type: none"> <li>• Sufficient Explanations and Details</li> <li>• Points clarified with explanations that limit and focus the main idea</li> <li>• All examples and explanations relate to main point (unity)</li> <li>• Examples are clear (clarity)</li> <li>• Organized according to purpose</li> <li>• Connecting Words between ideas achieve coherence</li> </ul>	25
<u>Title</u> <ul style="list-style-type: none"> <li>• Appropriate</li> <li>• Formatted correctly</li> </ul>	10
<u>Grammar</u> <ul style="list-style-type: none"> <li>• Complete Sentences</li> <li>• Correct use of commas</li> </ul>	10
<p>A ten-point penalty will be applied if <b>ALL</b> instructions are not followed.     <b><u>Total Points</u></b></p>	

### Grading Scale- Cause/Effect Paragraph

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

### Grading Scale – Compare/Contrast Paragraph

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

**Five-Paragraph Essay Grading Scale  
English 1010**

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

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