



ENGL 1010
HYBRID COURSE SYLLABUS
Fall Semester 2020 (202112)

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Class Location: Building A, room 156

Class Meets: 40% Hybrid / Face-to-Face 60% Monday 8:00-9:30 a.m.

Course Reference Number (CRN): 20174

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Vicky Conner

Office Location: Building A, room 155

Office Hours: Monday and Wednesday 9:30-12:00; Tuesday and Thursday 12:30-3:00 p.m.

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

Phone: 912-538-1992

Fax Number: 912-538-3156

Tutoring Hours: Mondays-Thursdays 1:00-4:00 on Collaborate or by appointment

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](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

Albright, Z. L. & Langan, J. (2021). *English Skills with Readings*. McGraw-Hill. 10th edition ISBN 10: 1260899896; 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.
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 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 6:00 p.m.
4. Students who fail to bring their book and needed materials to class will be penalized 10 points on the next writing assignments. Books will not be shared, which could mean a

zero on class quizzes. Quizzes are not made up.

5. All writing assignments must be in APA format, typed in Microsoft Word, and submitted in the Blackboard assignment box on the due date.
6. Assignments that are not typed in Microsoft Word or submitted into the wrong Blackboard assignment box will not be accepted and a zero placed in the gradebook.
7. Screenshots and late assignments will be given a zero.
8. Dropping a grade or extra credit assignments will not be given. Do not ask.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus 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
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
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, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). 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
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: [Macy Gay mgay@southeasterntech.edu](mailto:Macy_Gay_mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas_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 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. 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, but only one makeup exam is allowed. The missed exam will have 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 is absent when a writing assignment is given in class, a student has one week to make up the assignment, which must be scheduled with me and completed in the classroom. 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 2020 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	<p>All hybrid assignments are due on Mondays before 8:00 class. Assignment boxes close at 8:00 a.m.</p> <p>Tutoring sessions are available after class, by appointment, or on Collaborate on from 1:00-3:00 p.m.</p> <p>Each chapter in <i>English Skills with Readings</i> has power points and sometimes videos.</p> <p>For the grammar chapters, navigate to Blackboard, to Grammar Lessons and the chapter assigned. For writing assignments, navigate to Blackboard, Writing Lessons and chapters 1-6 or the name of the writing assignment.</p> <p>The syllabus will state if a homework assignment must be submitted. Not all homework assignments need to be submitted.</p>	*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
August 18-24	Diagnostic Test <i>English Skills with Readings</i> Chapter 19, page 406	Practice finding Subjects and Verbs Lecture on Chapter 1 in <i>English Skills with Readings</i> .	Hybrid —Read syllabus and study rubrics. Hybrid —Read and fill out all documents in Getting Started and Blackboard Orientation. HYBRID —In Blackboard, navigate to Exams. Take the diagnostic test. HYBRID — Navigate to Grammar Lessons, chapter 19 folder. Watch the video and look at powerpoint. In <i>English Skills with Readings</i>, read chapter 19, and work through activities 1 and 2. Check answers in Blackboard.	*1, 2, 3, 5 **a, b, c

<p>August 25-31</p>	<p>Paragraph from chapter 1, page 6</p> <p>Chapter 21, page 416</p> <p>Chapter 22, page 430</p>	<p>Best job or worst job paragraph</p> <p>Review finding subjects and verbs Worksheets for chapters 21 and 22.</p>	<p>In English Skills with Readings,</p> <p>On page 6, write a paragraph about your worst job or your best job. The paragraph may be hand-written or typed. Bring the document to class. I will take it up. Students who do not write the paragraph will receive a five-point penalty on the first writing assignment.</p> <p>HYBRID—Navigate to Grammar Lessons.</p> <p>Click on chapters 21 and 22 folders. Look at the video and the power point for each chapter.</p> <p>HYBRID—Navigate to chapter 21 folder.</p> <p>After working through chapter 21, complete Review Tests 2 and 3 by creating a Microsoft Word document.</p> <p>Submit the attachment in the assignment box. Do not write in the text box.</p> <p>HYBRID— Navigate to chapter 22 folder.</p> <p>After working through chapter 22, submit Review Test 3 as a Microsoft document.</p> <p>English Skills with Readings</p> <p>Read chapter 21, page 416. Complete</p>	<p>*1, 2, 3, 5</p> <p>**a, b, c</p>
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Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
			activities 1-7. Read chapter 22, page 430. Complete activities 1-7.	
September 1- 7	Exam 1 Chapter 2, page 27,	Holiday—No Class	HYBRID—Navigate to Exams and take G Exam 1. This test is an open-book test. The test closes at 8:00 a.m. on September 7. HYBRID—Navigate to PowerPoints for chapters 1-6. Look at chapter 2’s powerpoint. English Skills with Readings read chapter 2, pages 27-59. Complete activities 1-16. read “How They Get You to Do This” on page 644. HYBRID—Navigate to Quizzes. Take the quiz over the reading.	*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
September 8-14	chapter 3, page 92 chapter 4, page 99	Worksheets for chapters 2, 3, and 4. Chapter 3 is the most important chapter in the book, for students work on each section of a paragraph.	HYBRID—Navigate to Blackboard, click on Writing Lessons, and click on Powerpoints for chapters 1-6. Look at the Powerpoints for chapters 3 and 4. English Skills with Readings, read chapter 3, page 92. Complete activities 1-18. Check the answers. read chapter 4, page 99, and complete activities 1-12. Check the answers	*1, 2, 3, 5 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
September 15-21	chapter 6, page 152	Look at Example Paragraphs in Blackboard. Write the example paragraph in class.	<p>HYBRID—Navigate to Writing Lessons, click on PowerPoints for chapters 1-6 and look at the powerpoint for chapter 6.</p> <p>English Skills with Readings, read chapter 6. Complete activities 6-12. Check answers.</p> <p>HYBRID—Navigate to Writing Lessons and Assignments for Chapter 6. Fill out the 3 worksheets and submit in assignment box.</p> <p>HYBRID—Navigate to Grammar Lessons. Click on chapters 26 and 27. Look at the powerpoints and videos for each chapter.</p> <p>HYBRID—Fill out the comparative worksheet located in chapter 27 folder. Be able to access the sheet for class.</p> <p>English Skills with Readings read chapter 26. Complete activities 1-3.</p> <p>read chapter 27. Complete activities 1-3.</p>	*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
September 22-28	chapter 23, page 443 chapter 24, page 454 chapter 25, page 460	worksheets for chapters 23-27	<p>HYBRID—Navigate to Grammar Lessons. Click on chapter 23, 24 and 25 folders. Look at the powerpoint and vidoes for each chapter.</p> <p><i>English Skills with Readings,</i> read chapter 23, and complete activities 1-3. Check the answers. read chapter 24, and complete activities 1-4. Check the answers. read chapter 25, and complete activities 1-3.</p> <p>HYBRID—Navigate to Grammar Lessons and click on chapter 25. Submit activities 1-3 in the assignment box as a Microsoft Word attachment. This document will be graded.</p>	*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
September 29-October 5		<p>G Exam 2 will be given in class.</p> <p>Discussion of Cause or Effect paragraph</p> <p>Worksheet for Cause or Effect</p> <p>Give out worksheet for chapter 5.</p>	<p>HYBRID—Study for G Exam 2. This test consists of 30 multiple choice questions. Students will have 45 minutes. Students can navigate to Grammar Bytes and practice for much of the test.</p> <p>HYBRID—Navigate to Quizzes. Take the quiz for “Addiction in Court.”</p> <p>English Skills with Readings, read “Treating Addiction in Court,” page 667.</p>	<p>*1, 2, 3, 5 **a, b, c</p>
October 6-12	chapter 5, page 121	<p>Put worksheet on chapter 5 on the board.</p> <p>Write Cause or Effect Paragraph in class.</p>	<p>HYBRID—Navigate to Grammar Lessons and chapter 5 folder. Watch the videos and practice the exercises provided in the links.</p> <p>English Skills with Readings read chapter 5, page 122, and complete activities 1-10.</p> <p>Use the book and study the chapter by filling out the worksheet. Students will put the worksheet on the board in class.</p>	<p>*1, 2, 3 **a, b, c</p>

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
October 13-19	<p>chapters 30, 31, 32, and 33</p> <p>chapter 12</p>	<p>G Exam 3 will be given in class.</p> <p>Lecture on Comparison/Contrast paragraph</p>	<p>HYBRID—Navigate to Grammar Lessons. Click on chapters 30, 31, 32 and 33 folders. Look at the powerpoint for each chapter.</p> <p>HYBRID—Navigate to Quizzes. Take the quiz for chapters 30 and 31.</p> <p>HYBRID—Navigate to Grammar Lessons and chapter 32. Submit activities 5 and 6 in the assignment box.</p> <p>HYBRID—Navigate to Grammar Lessons and 33. Submit activity 4 in the assignment box.</p> <p><i>English Skills with Readings</i> complete all activities for chapters 30, 31, 32 and 33.</p>	<p>*1, 2, 3, 5</p> <p>**a, b, c</p>
October 20-26	chapter 12	<p>worksheets for chapters 29, 34, and 35</p> <p>Write the Comparison/Contrast paragraph in class.</p>	<p>Hybrid—Navigate to Grammar Lessons. Click on chapters 29, 34, and 35. Look at the powerpoints and videos for each chapter.</p> <p><i>English Skills with Readings</i> complete all activities for chapters 29, 34, and 35.</p>	<p>*1, 2, 3, 5</p> <p>**a, b, c</p>

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
October 27- November 2		<p>G Exam 4 will be given in class.</p> <p>Lecture on essay Look at examples in Blackboard.</p>	<p>Study for G Test 4. The test consists of 30 multiple choice questions over chapters 29, 32, 33, 34, and 35. For more practice, navigate to Grammar Bytes to practice on chapters 29, 32, 33, and 34.</p> <p>English Skills with Readings read chapter 16, page 326. Complete activities 1-8. read "All the Good Things" on page 574.</p> <p>HYBRID—Navigate to Blackboard and Quizzes. Take the quiz.</p> <p>HYBRID—Navigate to Writing Lessons. Click on chapter 16 and look at the powerpoint and videos.</p>	<p>*1, 2, 3, 5 **a, b, c</p>

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
November 3-9		Outline and write the essay in class.	<p>HYBRID—Navigate to Grammar Lessons. Look at the powerpoints for chapters 36 and 37.</p> <p>HYBRID--After completing the activities for chapters 28, 36 and 37, navigate to quizzes and take the quiz.</p> <p>HYBRID—Navigate to Writing Lessons. Click on Essay 1 folder. Look at the video powerpoint.</p> <p>English Skills with Reading read and work through chapter 28, page 477, 36, page 534 and chapter 37, page 539. read chapter 16, page 326. Complete activities 1-8. Check the answers.</p>	*1, 2, 3 **a, b, c
November 10-16		APA documentation and summarization	<p>English Skills with Readings, read “Anxiety: Challenge by another Name” on page 629.</p> <p>HYBRID—Navigate to Quizzes. Take the quiz.</p>	*1, 2, 3 **a, b, c
November 17-23		Library Project is due. Banner Web Survey		*1, 2, 3, 4 **a, b, c
November 24-25		Holidays		*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
November 30- December 7		Final Essay and Grammar Final		
		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>	