ENGL 1010 Fundamentals of English
COURSE SYLLABUS
Online
Fall Semester 2021 (202212)

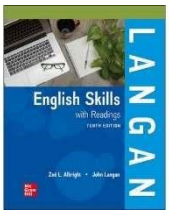
COURSE INFORMATION
Credit Hours/Minutes: 3/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 15 weeks
CRN: 20178
Preferred Method of Contact: Email

Instructor Contact Information
Instructor Name: Cheryl West
Email Address: Cheryl West (cwest@southeasterntech.edu)

Vidalia/Office Location: 410 (Building A)
Office Hours: Due to the uncertainty of COVID-19, please contact the instructor by email to set up an appointment. Phone: 478.289.2236
Fax Number: 912.538.3156
Tutoring Hours: Due to the uncertainty of COVID-19, please contact the instructor by email to set up an appointment.

SOUTHEASTERN TECHNICAL COLLEGE (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/studentaffairs/catalog-handbook.php).

REQUIRED TEXT
Albright, S., & Langan, J. (2021). English skills with readings. Boston: McGraw-Hill.



Note: This is a loose-leaf textbook. A 3-ring binder will be beneficial for use of this textbook.

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. A 3-ring binder will be most beneficial for use of the textbook.

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

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 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, and oral communications skills.

PREREQUISITE(S)
None

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:

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

STUDENT REQUIREMENTS (ONLINE)
Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Do not email assignments!
Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at https://portal.office.com, under Quick links on our webpage, or in the menu of your Blackboard course.
Weeks begin on Mondays, and work is due the following Monday by midnight.

Assignments must be completed by the assigned dates or per the instructor. Students are required to submit all assignments in American Psychological Association (APA) Style via the digital drop boxes for each assignment. Students are responsible for policies and procedures included in the STC Catalog and Handbook. Students are responsible for checking e-mails and Blackboard announcements daily. Students should become familiar with all tabs in gray on left in Blackboard.

Students will have one week to complete assignments and two days (usually) to complete tests. All assignments are due by midnight on the following Monday of each week. For example, Week 3's assignments should be submitted by Monday at midnight of Week 4. Exceptions will be made at the discretion of the instructor.
College email is accessed at https://portal.office.com, under Quick links on our webpage, or in the menu of your Blackboard course.

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
COVID-19 Key Symptoms
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 COVD-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 https://bit.ly/2Xq4g0f. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

Weeks begin on Mondays and work is due the following Monday by midnight.
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.

Discussion Boards (DBs):
For DBs, students should submit a grammatically correct 100-plus word initial post and two response posts of at least 50 words apiece in order to receive full credit. Points may be deducted for grammatical and mechanical errors. Refer to the Discussion Board rubric.

REMEMBER:

- Submit all assignments in a Word document.
- Always use APA formatting (including headings).
- Do not plagiarize. All assignments should be completed in your own words.
- Submit all assignments as attachments through the provided digital drop box. (Assignments submitted in text box will receive a 0.)
- Do not submit any written assignment in text-like format. Use standard forms of writing.
- It is a good idea to save all your assignments on a jump drive or the student R-drive.
- Assignments are "by Module" on lesson plans but not on Blackboard. Use the left gray area to find what needs to be completed during a given module.
- Print syllabus and Lesson Plans.
- You are required to attend one of the two Proctored Events to be eligible to pass the course.

Online students are responsible for checking e-mails and Blackboard announcements daily.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

All tests and assignments are due by midnight on the module end date stated on the lesson plans. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

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

Swainsboro Campus: Daphne Scott dscott@southeasterntech.edu 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 478-289-2274, Building 1, Room 1210.

Vidalia Campus: 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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.
Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.
Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.
There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

Online Proctored Event Withdrawals
Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

PROCTORED EVENT REQUIREMENT
The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Events will be given after the 65% point of the semester. Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the event is scheduled during final exams, any student who misses the event will be issued an "F" (Failing) for the course.

The Proctored Event is scheduled for the following dates:

- Swainsboro Campus:
  Monday, December 6, 2021, at 2:00 p.m.
  Building 2, Room 2180
- Vidalia Campus:
  Tuesday, December 7, 2021, at 2:00 p.m.
  Main Building, Room 408

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

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

Assignments must be completed by the assigned dates or per the instructor. If a student misses a test during a module, a grade of zero will be assigned. 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:

1. First Offense
   Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense
   Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense
   Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

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 quotation

- 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

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:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer

Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	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

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 STC's website.

ACCESS TO TECHNOLOGY

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

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
Tests	25%
Writing Assignments	30%
Quizzes/DBs/Other	10%
Grammar Final	15%
Writing Final/Proctored Event	20%

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 Lesson Plan (202212)

Dates	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Getting Started 8/16/21 – 8/23/21		Introduction to Course Syllabus STC Policies Blackboard Workshop	• Read all documents under Getting Started/Start Here • Complete Southeastern Technical College's (STC) Acknowledgment • Complete Student Introduction Complete the above by 8:00 a.m., Monday, August 23, 2021. • Read and become familiar with all tabs on the left of the class in Blackboard.	
(1) Weeks of 8/23/21 – 9/6/21	Chapter 19 Chapter 21 Chapter 22 Chapter 17	Subjects and Verbs Fragments Run-ons Information Literacy	• Read & study Chapters 19, 20, & 22 in the textbook. □ Go to Grammar Lessons. Complete everything in 1. Subjects & Verbs Folder 2. Fragments & Run-ons folder • Go to Grammar Tests. Complete Grammar Test #1 Covers chapters 19, 21, & 22; consists of 2 short tests. • Read Chapter 17 Information Literacy. In Blackboard, locate the Information Literacy tab & complete the 2 assignments.	*1, 2, 3 a, c

(2) Weeks of 9/6/21 – 9/20/21	Chapter 1 Chapter 2 Chapter 3 Chapter 4 Chapter 9 Chapter 23 Chapter 25	An Introduction to Writing The Four Bases and the Writing Process First and Second Steps in Writing The Third Step in Writing Exemplification Regular and Irregular Verbs Pages 443 – 453 More About Verbs pp. 460 - 463	• Read Chapter 1 An Introduction to Writing • Read Chapter 2 The Four Bases and the Writing Process in text English Skills with Readings by Langan. • Read Chapter 3 First and Second Steps in Writing • Read Chapter 4 The Third Step in Writing • Read Chapter 9 on Exemplification Writing. • Read "All the Good Things" pages 574 – 578. The Reading Quiz for this selection is located in Reading Selections. • Go to Writing Lessons. Read, watch, and/or complete everything in The Writing Process folder & Exemplification Writing folder. • Read Chapters 23 and 25 Regular and Irregular Verbs & More About Verbs • Go to Grammar Lessons. Complete everything in Verbs (Regular, Irregular, and More About Verbs) folder. • Go to Writing Assignments, & complete Exemplification/Example paragraph assignment & attach as a Word document in drop box. • Go to Grammar Tests. Complete Grammar Test #2 (Covers chapters 23 and 25	*1, 2, 3, 5 a, c

(3)	Chapter 5	Fourth Step in	□ Read Chapter 5 Fourth Step	*1,2,3,5

Weeks of 9/20/21 – 10/04/21	Chapter 6 Chapter 11 Chapter 30 Chapter 32 Chapter 33	Writing Process Four Bases for Revising Writing Cause and/or Effect Capital Letters pages pp. 491 – 497 Apostrophes pages pp. 504 – 551 Quotation Marks pp. 512- 519	in Writing Process • Read Chapter 6 Four Bases for Revising Writing • Go to Discussion Boards (DB). Complete Discussion Boards #1 and #2. For DBs, students should submit a grammatically correct 100-plus word initial post and two response posts of at least 50 words apiece in order to receive full credit. Points may be deducted for grammatical and mechanical errors. • Read Chapter 10 on Cause/Effect Writing. • Go to Writing Lessons. Read, watch, and/or complete everything in the Cause and/or Effect Writing folder. • Read "Rowing the Bus," pp. 580 – 584 in the text. The Reading Quiz for this selection is located in Reading Selections. • Go to Writing Lessons/Cause and/or Effect Writing, and complete the assignment. • Read Chapters 30, 32, and 33; Capital Letters, Apostrophes, and Quotation Marks. • Go to Grammar Lessons. Complete everything in Capital Letters, Apostrophes, and Quotation Marks folder. • Go to Writing Assignments, and complete the Cause or Effect paragraph	**a, c

			assignment and attach as a Word document in drop box.	

Dates	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			□ Go to Grammar Tests. Complete Grammar Test #3. (Covers chapters 30, 32, and 33.)	

Dates	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area

(4) Weeks of 10/04/21 – 10/18/21	Chapter 24 Chapter 28 Chapter 29 Chapter 34 Chapter 12	Subject /Verb Agreement Adjectives/Adverbs Misplaced/Dangling Modifiers Commas Comparison/Contrast	• Go to Discussion Boards. Complete Discussion Boards #3, #4, and #5. For DBs, students should submit a grammatically correct 100-plus word initial post and two response posts of at least 50 words apiece in order to receive full credit. Points may be deducted for grammatical and mechanical errors. • Read thoroughly Chapter 12 on Comparison/Contrast Writing. • Go to Writing Lessons. Read, watch, and/or complete everything in the Comparison/Contrast Writing folder. • Read Chapters 28, 29, and 34: Adjectives and Adverbs; Misplaced and Dangling Modifiers; and Commas. • Go to Grammar Lessons. Complete everything in 1.Subject/Verb Agreement 2. Misplaced/Dangling Modifiers 3. Commas folder • Go to Writing Assignments, and complete the Comparison/Contrast paragraph assignment and attach as a Word document in drop box. • Go to Grammar Tests. Complete Grammar Test #4 and #5 (Covers chapters 24, 27, 28, and 34.)	*1, 2, 3, 5 **a, b

Dates	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
(5) Weeks of 10/18/21 – 11/01/21	Chapter 7 Chapter 26 Chapter 27	Description Pronoun Agreement and Reference Pronoun Types	• Go to Discussion Boards. Complete Discussion Boards #6 and #7. For DBs, students should submit a grammatically correct 100-plus word initial post and two response posts of at least 50 words apiece in order to receive full credit. Points may be deducted for grammatical and mechanical errors. • Read thoroughly Chapter 7 on Descriptive Writing. • Go to Writing Lessons. Read, watch, and/or complete everything in the Descriptive Writing folder. □ Read Chapters 26 and 27: Pronoun Agreement and Reference, and Pronoun Types. • Go to Grammar Lessons. Complete everything in Pronouns folder. • Go to Writing Assignments, and complete the Descriptive paragraph assignment and attach as a Word document in drop box. • Go to Grammar Tests. Complete Grammar Test # 6. (Covers chapters 26 and 27.)	*1, 2, 3, 5 **a ,b

Dates	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area

(6) Weeks of 11/1/21 – 11/29/21	Chapter 35 Chapter 36 Chapter 37 Chapter 16	Other Punctuation Marks Commonly Confused Words Effective Word Choice Writing the Essay	• Go to Discussion Boards. Complete Discussion Boards #8, #9, and #10 For DBs, students should submit a grammatically correct 100-plus word initial post and two response posts of at least 50 words apiece in order to receive full credit. Points may be deducted for grammatical and mechanical errors. • Read thoroughly Chapter 17 on Writing the Essay. • Go to Writing Lessons. Read, watch, and/or complete everything in The Five Paragraph Essay folder. • Read Chapters 35, 36, and 37: Other Punctuation Marks; Commonly Confused Words; and Effective Word Choice. • Go to Grammar Lessons. Complete everything in the Other Punctuation Marks, Commonly, Confused Words, and Effective Word Choice folder. • Prepare to write essay at Proctored Event.(Final Essay exam) • Chapters 35, 36, and 37 will be part of Final Grammar Exam at the Proctored Event. However, you should study all of the grammar chapters.	*1, 2, 3, 5 **a, b
Dates	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area

(7) 11/29/21 – 12/2/21		Review for Finals • Grammar Final • Essay Final □ Course Evaluation	Proctored Event: • Five-paragraph essay • Grammar Final The Proctored Event is scheduled for the following dates: • Swainsboro Campus: Monday, December 6, 2021, at 2:00 p.m. Building 2, Room 2180 □ Vidalia Campus: Tuesday, December 7, 2021, at 2:00 p.m. Main Building, Room 408 Course Evaluation: To be completed in BannerWeb	*1, 2, 3, 5 **a, b

*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.

Paragraph Rubric

CRITERIA	SCORE
Example • Examples to support topic sentence • Examples stated clearly in specific language • Transitional words used to link examples	20
Writing Process • Evidence of brainstorming & organizing ideas • Evidence of drafts and revisions • Considers audience	5
Topic Sentence • States topic • Expresses purpose for writing • Focused • Restated in Concluding Sentence	20
Support • 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
Format • Title appropriate and correct • Formatted correctly	10
Grammar • 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. Total Points	

ENGLISH 1010 Final Essay Rubric

Content: • Clearly defined thesis • Clearly defined context/purpose/audience • Specific and relevant details/supporting examples/evidence and data • Adequate Analysis, explanation, and/or discussion		0 1 2 3 4 5
Organization: • Title appropriate and formatted correctly (APA) • Appropriate introduction (makes the reader want to read) and conclusion (reflects and supports the thesis) • Organized logically to support argument • Unified paragraphs • Coherent paragraphs • Sensible transitions		0 1 2 3 4 5
Content & Organization	40% (x4)	
Sentence Style & Syntax • Sentence structures and beginnings varied • Sentences complex • Efficient and sophisticated word use • Transitions between and within sentences		0 1 2 3 4 5
Diction & Spelling • Accurate diction • Correct word forms and endings • Correct spelling		0 1 2 3 4 5
Sentence Style & Syntax/Diction & Spelling	20% (x2)	
Grammar & Mechanics • No fragments • No fused sentences or comma splices • No tense shifts • Correct subject/verb agreement • Correct pronoun usage • Correct pronoun reference • Correct use of apostrophes and quotation marks • Correct use of commas • Correct capitalization		0 1 2 3 4 5
Grammar & Mechanics	25% (x5)	
Creativity & Imagination Paper is insightful, original, and sophisticated. Student shows exceptional imagination and/or critical thinking.		0 1 2 3 4 5
	15% x (3)	
Notes:	Total Grade	