



**ENGL 1101 Composition and Rhetoric
COURSE SYLLABUS
VHS
Fall Semester 2021**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Vidalia/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: M/W or T/Th (1st block)

Course Reference Number (CRN): 20187/20188

Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Pete Frost

Email Address: [Pete Frost \(pfrost@southeasterntech.edu\)](mailto:pfrost@southeasterntech.edu)

Vidalia/Office Location: 407

Office Hours: **Due to the uncertainties of COVID-19, contact your instructor by email to make an appointment.**

Phone: 912.538.3163

Fax Number: 912.538.3156

Tutoring Hours: By 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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Bullock, R.G Goggin, M. D., & Weinberg, F. (2019). *The Norton Field Guide to writing with readings and Handbook (5th ed.)*. New York: W.W. Norton& Company.

REQUIRED SUPPLIES & SOFTWARE

Students need access to Internet and 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 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

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include: writing analysis and practice; revision; and research. Students write research papers using library resources and using a formatting and documentation style appropriate to the purpose and audience.

MAJOR COURSE COMPETENCIES

Topics include: writing analysis and practice, revision, and research.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Writing Analysis and Practice;
2. Revision;
3. Research

GENERAL EDUCATION CORE COMPETENCIES

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

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

STUDENT REQUIREMENTS

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.

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 be and become familiar with all tabs in gray on left in Blackboard.

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. (Do not use *i* or *you* in any forms of communication, for example.)
- It is a good idea to save all your assignments on a jump drive .
- Assignments are “by week” on lesson plans but not on Blackboard. Use the left gray area to find what needs to be completed during a given week.
- Print syllabus and Lesson Plans.

Students are responsible for checking e-mails and Blackboard announcements daily. Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments.

Students are expected to complete all tests and assignments by the due dates. **NO assignments will be accepted after due dates**, and a grade of 0 will be assigned for all incomplete work. Exams will be taken on Blackboard. Students are required to submit all work in **Microsoft Word**. Blackboard assignments including essays, research papers, and drop box submissions which are not submitted through **Microsoft Word** will not receive credit. Instructor requires **all assignments be submitted in American Psychological Association (APA) format and submitted digitally**. **Assignments are to be submitted through digital drop box or discussion boards only!**

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student’s refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

TRADITIONAL ATTENDANCE GUIDELINES

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" (Failing 0-59) 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.

Please note that I adhere strictly to deadlines. Only under extreme circumstances will there be make-up work.

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.
- Print syllabus and Lesson Plans.

DISCUSSION BOARDS

For Discussion Boards (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. There is a rubric within Blackboard.

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 \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

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

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term 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 the 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 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...)

Exact dates and times will be announced. 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 Southeastern Technical College Academic Dishonesty Policy states that 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.

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

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 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st 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 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 Website \(www.southeasterntech.edu\)](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
Writings	40%
Tests/Vocab	20%
Quizzes/DB/other	10%
Grammar Final	10%
Final Essay	20%

GRADING SCALE

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

ENGL 1101 Composition and Rhetoric

Fall Semester Lesson Plan/ VHS Dual Enrollment

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 August 16/18 August 17/19	Grammar 1	Introduction to Course Syllabus Lesson Plans STC Policies Student Introduction Vocabulary Rubrics Sentence Structure Nouns and Pronouns Adjectives and Adverbs Verbs Phrases and Clauses Articles, Prepositions, and Interjections.	<ul style="list-style-type: none"> • Complete the Blackboard Orientation found on the log-in page. • Read all documents under Getting Started/Start Here Items and complete STC Pledge Acknowledgment and Student Introduction to maintain your seat in class. DO THIS BY Aug 18 at midnight. The Student Introduction is a Discussion Board. Your initial post should be at least 100 words. Then, respond to two classmates with at least 50 words apiece. • Print and read thoroughly Syllabus and Lesson Plans. Take Syllabus/Lesson Plan quiz found under Syllabus and Lesson Plans. Become familiar with menu tabs in Blackboard. • Familiarize yourself with the book. Be sure to look inside the front cover and the color coding. • Read Rubrics folder in Blackboard (BB). (Attach appropriate rubric to assigned writing upon submission.) • Check email and announcements for updates. • Study chapters in text that correspond with chapter/Lesson. 	*1, 2, 3 a, c,
Week 2 August 23/25 August 24/26	Writing- Investigative /Research		<ul style="list-style-type: none"> • Investigative Essay • Study chapters in text that correspond with chapter/lesson. 	*1, 3 ** a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 3 August 30/ September 1 August 31/ September 2</p>	<p>Grammar 2 Vocabulary</p>	<p>Fragments Mixed Construction and Faulty Predication Dangling Modifiers and Misplaced Modifiers Faulty Parallelism Active and Passive Voice Nominals and Be Verbs Subject-Verb Agreement Verb Tense Pronoun Agreement Pronoun Reference</p>	<ul style="list-style-type: none"> • Grammar assignments • Study chapters in text that correspond with chapter/lesson. 	<p>*1,3 a,c,</p>
<p>Week 4 Sept. 6/8 (Labor Day holiday Sept. 6) Sept.7/ 9</p>	<p>Vocab 2</p>	<p>Vocab 2</p>	<ul style="list-style-type: none"> • Vocab 	<p>*1, 3 **a, c</p>

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 5 Sept. 13/15 Sept. 14/16	Writing – Arguing/ Persuasive	Debate/ Argumentative Essay	<ul style="list-style-type: none"> Debate preparation Study chapters in text that correspond with chapter/lesson. 	*1, 3, **a,c
Week 6 Sept. 20/22 Sept. 21/23	Debate	Debate/Argu mentative Essay	<ul style="list-style-type: none"> Debates Study chapters in text that correspond with chapter/lesson. 	*1 **a,c
Week 7 Sept. 27/29 Sept.28/30	Debate	Debate/Argu mentative Essay	<ul style="list-style-type: none"> Debates 	*1,3 **a, c
Week 8 Oct.4/6 Oct.5/7 (Oct. 7- Student holiday)	Grammar 3	Vague Words Wordiness Colloquial Language and Slang Clichés and Jargon Sexist Language Denotation and Connotation	<ul style="list-style-type: none"> Grammar Test 3 Study chapters in text that correspond with chapter/lesson. 	*1, 3 **a, c
Week 9 Oct. 13 Oct. 14 (October 11-12 is Fall Break)	Vocab 3	Vocab 3	<ul style="list-style-type: none"> Vocab 3 Quiz 	*1, 3 **a, c
Week 10 Oct. 18/20 Oct. 19/21	Writing - Memoir	Memoir writing	<ul style="list-style-type: none"> Study chapters in text that correspond with chapter/Lesson. 	*1, 3 **a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 11 Oct. 25/27 Oct. 26/28	Grammar 4	Comma Splices and Fused Sentences Commas Periods and Semicolons Colons and Dashes Exclamation Points and Question Marks Quotation and Ellipsis Marks Italics Parentheses and Brackets Apostrophes and Hyphens Capitals and Numbers	<ul style="list-style-type: none"> • Grammar 4 • Study chapters in text that correspond with chapter/lesson. 	*1, 3 **a, c
Week 12 Nov. 1/3 Nov. 2/4	Readings	Readings	Readings	*1, 3 **a, c
Week 12 Nov. 8/10 Nov. 9/11	Readings	Readings	Readings Exam preparation	*1, 2, 3 **a, c
Week 13 Nov. 15/17 Nov. 16/18	Final Exams	Final Exams	Final Exams	*1, 3 **a, c

COMPETENCY AREAS

1. Writing Analysis and Practice
2. Revision
3. Research

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.

English 1101 Essay Rubric

Content & Organization	40%	
<ul style="list-style-type: none"> • Title appropriate and properly formatted • Clearly defined thesis • Appropriate introduction (makes the reader want to read) and conclusion (demonstrates significance) • Specific, vivid, and relevant details/supporting examples • Adequate explanation/narration • Organized logically • Coherent paragraphs • Sensible transitions 		
Sentence Style, Syntax, and Diction	20%	
<ul style="list-style-type: none"> • Sentence structures and beginnings varied • Sentences complex • Appropriate word use • Transitions between and within sentences 		
Grammar & Mechanics	25%	
<ul style="list-style-type: none"> • 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 • Correct spelling 		
Creativity & Imagination	15%	
<ul style="list-style-type: none"> • Essay is insightful and original • Student shows exceptional imaginative efforts and/or critical thinking. 		
Notes:	Total Grade	

P. Frost Discussion Board Rubric

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. Two response posts are at least 50 words apiece. There are few if any grammatical, spelling, mechanical, or capitalization errors.

75: Initial post is at least 100 words. One response post is 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