



**ENGL 1101 – Composition and Rhetoric  
COURSE SYLLABUS  
Online  
Fall Semester 2022**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20205

Preferred Method of Contact: [Laquanda Thomas \(lthomas@southeasterntech.edu\)](mailto:lthomas@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Laquanda Thomas

Email Address: [Laquanda Thomas \(lthomas@southeasterntech.edu\)](mailto:lthomas@southeasterntech.edu)

Campus/Office Location: Swainsboro/ Room 2132, Building 2

Office Hours: Monday and Wednesday 8:00-10:00 a.m. and Tuesday and Thursday 8:00-11:00 a.m.

Phone: 478.289.2219

Fax Number: 478.289.2263

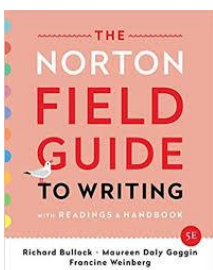
Tutoring Hours (if applicable): MW-1:00-4:00 & TR-10:00-12:00

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

**REQUIRED TEXT**

Bullock, R., Goggin, M., & Weinberger, F. (2019). *The Norton field guide to writing with readings and handbook*. (5<sup>th</sup> ed.). New York, NY: W.W. Norton & Company.



## REQUIRED SUPPLIES & SOFTWARE

Folder with pockets, loose-leaf paper, binder, pencils, pens, **reliable** internet access, Student E-mail account, and access to STC's Remote Lab Access -- 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 Blackboard nor Georgia Virtual Technical Connection (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 a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

## MAJOR COURSE COMPETENCIES

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

## PREREQUISITE(S)

Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score or ENGL 1010.

## COURSE OUTLINE

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

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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 and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Tuesday of each week. **Assignments must be keyed in Microsoft Word,**

**saved, uploaded, and attached for grading in Blackboard. Failure to submit in Blackboard can result in a zero for the assignment.**

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 37.5 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

### **BASIC ERRORS**

Certain errors in writing are called basic or failing errors. A pattern of such errors must be eliminated from writing assignments. Errors include the following:

1. Lack of clarity at the sentence level
2. Subject-verb agreement errors
3. Comma splices and run-on or fused sentences
4. Sentence fragments
5. Incorrect verb forms
6. Spelling errors
7. Pronoun-antecedent agreement

### **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.

<b>COVID-19 Key Symptoms</b>
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

<b>COVID-19 Key Symptoms</b>
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
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

### **COVID-19 SELF-REPORTING REQUIREMENT**

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

### **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.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Tuesday of each week. 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 \(dscott@southeasterntech.edu\)](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.

### CHECKING GRADES

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

### NO HARM NO FOUL POLICY

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty only if they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the semester. **(For Fall Semester, that day will be August 18). The student must formally withdraw from classes in order to receive the no harm-no foul benefit.** The student will be charged for the class unless he/she formally withdraws.

### NO SHOW REQUIREMENT

**It is the student's responsibility to have all materials for the course on the first day of the semester. This is student responsibility in a traditional, hybrid, or online course. To be considered in attendance, the student must complete the following assignments:**

- Getting Started Orientation
- Pledge Acknowledgement Quiz
- Blackboard Orientation Quiz
- COVID Acknowledgement

Please complete these assignments within the **first three days of the course or by August 18, 2021 (11:59 p.m.)**.

### 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 assessed 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**

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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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 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. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

### **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.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, (November 30, 2021), (1:00 p.m. to 3:00 p.m.), (RmTBA) and Swainsboro Campus, (December 1, 2021), (2:00 p.m. to 4:00 p.m.), (Rm, 2131, Building 2).**

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

Assignments must be completed by the assigned dates or per the instructor. Because of the number of students in courses, it is impossible for me to continuously reopen quizzes and discussions. Extra credit work will be given at the instructor's discretion.

Extenuating circumstances will occur. Therefore, discussion questions and quizzes will be left open one week after the deadline. Students who fail to complete the discussion and/or quiz after the one week extension will have no other opportunities to make up this assignment. Failure to submit within the extended deadline will result in a grade of zero.

**The one-week extension policy applies to all assignments except the Proctored Event, Getting Started activities, the Reflection Discussion Question, and Argumentative Research Essay. Students have three days to make up the proctored event with an ample excuse as indicated in the Proctored Event section in this document. The Getting Started activities are No Show (NS) requirements; the Reflection Discussion Question and Argumentative Research Essay are final assignments in the course, so there is no extension.**

### **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.

**All information that comes from another source whether paraphrased or directly quoted must be cited correctly and per the APA 7<sup>th</sup> edition guidelines. Failure to cite correctly or to not cite at all will result in a failing grade or a zero. Assignments that are plagiarized will not be evaluated. The assignment will be returned to the student. Students will have 48 hours from the return date to resubmit the assignment. After the 48 hours, the assignment will receive be assessed and given a failing grade or a zero, and no other opportunities will be given to make up the grade.**

#### **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:

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

### 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
Discussion	20%
Quizzes	20%
Essays	40%
Proctored Event/Exam	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 2021 Lesson Plan (202212)**

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 1</b>  August 16-24</p>	<p>Getting Started</p>	<p>Print Syllabus</p> <p>Navigate to your English 1101 Course in Blackboard and select the <b>Getting Started</b> link provided in the Course Menu.</p> <ul style="list-style-type: none"> <li>• Read all of the information in the folder</li> <li>• Complete the <b>Getting Started Orientation, Pledge Acknowledgement Quiz, and COVID Acknowledgement due August 18, 2021.</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the <b>Blackboard Orientation</b> link provided in the Course Menu.</p> <ul style="list-style-type: none"> <li>• Complete the <b>Blackboard Orientation and Quiz by August 18, 2021.</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the <b>Getting Started</b> link provided in the Course Menu.</p> <ul style="list-style-type: none"> <li>• Complete the <b>Student Introduction Discussion Board. Please post your introduction and reply to two other students in the course (due August 24, 2021, 11:59 p.m).</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the <b>Send Email</b> link provided in the Course Menu.</p> <ul style="list-style-type: none"> <li>• <b>Send an email from your Office 365 student email account by August 24, 2021. This email must come from your Southeastern Technical College (STC) email to receive credit.</b></li> </ul> <p>Choose a topic for the argumentative essay. You will submit a reference page from research on this topic in week 7. You will begin drafting this essay in week 7 as well and throughout weeks 10, 11, and 12.</p>	<p>Complete <b>Blackboard Orientation, Blackboard Orientation Quiz, Pledge Acknowledgement Quiz, and COVID Acknowledgement (Counts as a grade) within the first three days of class-August 18, 2021. Students who do not complete these assignments by August 18 will be considered a No Show and removed from the course roster.</b></p> <p>Complete the <b>Student Introduction Discussion Board due August 24, 2021.</b></p> <p><b>Send an email from your Office 365 student email account by August 24, 2021. This email must come from your Southeastern Technical College</b></p>	<p>*1,2,3,4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>This will be the last essay before the final exam essay/ proctored event of the course. You will develop the Argumentative Research essay in addition to completing other assignments relative to this assignment such as an Argumentative Essay Quiz and Discussion. Students will submit this essay in week 13 of the course. I would recommend that students begin searching for a topic in the databases required for this assignment. This assignment must be grounded in research, which means that you must find sources that back up the claim you plan to make on this topic. I only want you to decide on a topic at this time. Use any spare time you have in the course to do research on your topic. You will not submit this topic, but feel free to send me any questions that you might have regarding the topic that you have chosen. I will also post a few topics to give you some ideas. Feel free to use the topics that I post. We do not actually begin working on this assignment as a class until week 7, but research is a process. You should start early. <b>There is not a deliverable for the topic, which means that you will not submit this topic. Try to establish a topic by the second week of class. If you are still having issues selecting a topic, please reach out to me for help.</b></p>	<p><b>(STC ) email to receive credit.</b></p> <p><b>Note:</b> Students should <b>NOT</b> choose the following topics: abortion, gay marriages, legalizing marijuana, and the death penalty.</p>	
<p><b>Week 2</b> August 24-31</p>	<p>Lesson Folder 1: The Writing Process and Plagiarism/ APA</p>	<p><b>Academic Writing and Plagiarism</b></p> <p>Read chapters below in textbook, <i>The Norton Field Guide to Writing with Readings and Handbook</i>:</p> <p>Chapter 1: Writing in Academic Contexts</p> <p>Chapter 2: Reading in Academic Contexts</p> <p>Chapter 3: Summarizing and Responding</p> <p>Chapter 4: Developing Academic Habits of</p>	<p><b>APA Quiz and Plagiarism Quiz Due: Tuesday, August 31, 2021 at 11:59 p.m.</b></p>	<p>*1,2,3, 4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>Mind</p> <p>Watch Videos on American Psychological Association (APA) Style in Folder 1: The Writing Process, Plagiarism, and APA Style.</p> <p>Read Chapter 52: "Acknowledging Sources, Avoiding Plagiarism"</p> <p>Read Chapter 53: "Documentation"</p> <p>Read Chapter 55: APA Style Review all materials and/or videos within the folder.</p> <p>Read APA 7<sup>th</sup> Edition Information in <b>Folder 1: The Writing Process, Plagiarism, and APA Style</b> (Helpful to the APA Quiz).</p> <p>Navigate to your English 1101 Course in Blackboard and select the "Quizzes" link provided in the Course Menu.</p> <ul style="list-style-type: none"> <li>• Complete the <b>Plagiarism Quiz</b>.</li> <li>• Complete the <b>APA Quiz</b>.</li> </ul>		
<p><b>Week 3</b></p> <p><b>August 31-September 7</b></p>	<p>Rhetorical Analysis Essay</p>	<p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu</p> <p><b>Rhetorical Analysis Essay</b></p> <ul style="list-style-type: none"> <li>• Read Chapter 11 in the textbook <i>The Norton Field Guide to Writing with Readings &amp; Handbook</i> and review all materials and/or videos within the folder.</li> </ul> <p><b>Rhetorical Analysis Essay Assignment. The drop box is located in the Rhetorical Analysis Essay Assignment Folder.</b></p> <ul style="list-style-type: none"> <li>• <b>To prepare for this essay, please read chapter 11 in the textbook and all material related to the assignment. The assignment instructions and rubric should be printed and read thoroughly before beginning the draft. You</b></li> </ul>	<p><b>Rhetorical Analysis Essay Due Tuesday, September 28, 2021, 11:59 p.m.</b></p>	<p>*1,2,3,4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>should also print the speech transcript for analysis and essay template to guide the drafting stage. Be sure to watch “The Girl Who Silenced the World for 5 Minutes” video several times before beginning the assignment.</p> <ul style="list-style-type: none"> <li>Begin drafting the <b>Rhetorical Analysis Essay Final Draft</b>. Navigate to your English 1101 Course in Blackboard and select the “<b>Lessons</b>” link provided in the Course Menu. Click on the <b>Rhetorical Analysis Essay Assignment Folder to submit final draft. The drop box is located in the Rhetorical Analysis Essay Assignment Folder. Deadline: September 28, 2021 at 11:59 p.m.</b></li> </ul>		
<p><b>Week 4</b> September 7-14</p>	<p>Rhetorical Analysis Essay  Syntax</p>	<p>Navigate to your English 1101 Course in Blackboard and select the “Quizzes” link provided in the Course Menu <b>Rhetorical Analysis Quiz</b> Complete the <b>Rhetorical Analysis Quiz</b></p> <p>Navigate to your English 1101 Course in Blackboard and select the “<b>Grammar Quizzes</b>” link provided in the Course Menu. Once in “<b>Grammar Quizzes,</b>” select “Folder 1A: Grammar” and complete the Syntax Quiz <b>Grammar Lesson</b></p> <ul style="list-style-type: none"> <li>Review the Sentences section of your handbook sections S-1, S-2, &amp; S-3 to prepare for this quiz.</li> <li>Complete the <b>selected Grammar Quizzes (Syntax)</b>. This quiz covers "Common Errors: Fragments and Run-ons" from the handbook section of your textbook.</li> </ul> <p>For practice before taking the quiz, test your knowledge in “Folder 1A: Grammar.” Complete Grammar Practice Exercises and</p>	<p><b>Rhetorical Analysis Quiz Due: Tuesday, September 14, 2021 at 11:59 p.m.</b></p> <p><b>Syntax Quiz Due: Tuesday, September 14, 2021 at 11:59 p.m.</b></p>	<p>*1,2,3,4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		Answers (Practice exercises-Not graded) <ul style="list-style-type: none"> <li>• <b>Commas</b></li> <li>• <b>Run-ons</b></li> <li>• <b>Fragments</b></li> </ul> <p><b>Reminder: Continue drafting Rhetorical Analysis Essay.</b></p>		
<p><b>Week 5</b></p> <p>September 14-21</p>	<p>Rhetorical Analysis Essay</p> <p>Lesson Folder 1A: Grammar Verbs Commas Quotation Marks</p>	<p>Navigate to your English 1101 Course in Blackboard and select the “<b>Grammar Quizzes</b>” link provided in the Course Menu. Once in “<b>Grammar Quizzes,</b>” select “Folder 1A: Grammar” and complete the Verb Quiz</p> <p><b>Grammar Lesson</b></p> <ul style="list-style-type: none"> <li>• Review the Sentences sections of your handbook sections "S-4: Verbs" and "S-5: Subject-Verb Agreement" to prepare for your quiz.</li> <li>• Complete the <b>selected Grammar Quiz (Verbs)</b>. This quiz covers Verb Tenses and S-Verb Agreement from the handbook section of your textbook.</li> </ul> <p>For practice before taking the quiz, test your knowledge in “Folder 1A: Grammar.” Complete Grammar Practice Exercises and Answers (Practice exercises-Not graded)</p> <ul style="list-style-type: none"> <li>• <b>Verb tense shifts</b></li> <li>• <b>Subject-Verb Agreement</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the “<b>Grammar Quizzes</b>” link provided in the Course Menu. Once in “<b>Grammar Quizzes,</b>” select “Folder 1A: Grammar” and complete the Punctuation Quiz</p> <p><b>Grammar Lesson</b></p> <ul style="list-style-type: none"> <li>• Review the Punctuation sections of your handbook sections "P-1: Commas" and "P-4: Quotation Marks” to prepare for your quiz.</li> <li>• Complete the <b>selected Grammar Quiz (Punctuation)</b>. This quiz</li> </ul>	<p><b>Verb Quiz and Punctuation Quiz Due: September 21, 2021 at 11:59 p.m.</b></p> <p><b>****Reminder: Continue drafting Rhetorical Analysis Essay.</b></p>	<p>*1,2,3, 4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>covers "Commas" and "Quotation Marks" from the Punctuation section of your textbook.</p> <p>For practice before taking the quiz, test your knowledge in "Folder 1A: Grammar." Complete Grammar Practice Exercises and Answers</p> <ul style="list-style-type: none"> <li>• <b>Commas</b></li> </ul> <p><b>Reminder: Continue drafting Rhetorical Analysis Essay.</b></p>		
<p><b>Week 6</b> September 21-28</p>	<p>Rhetorical Analysis Essay</p>	<p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu. Click on the <b>Rhetorical Analysis Essay Assignment Folder to submit final draft.</b></p> <p><b>Rhetorical Analysis Essay</b></p> <ul style="list-style-type: none"> <li>• Complete the <b>Rhetorical Analysis Essay Final Draft.</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the "Discussion Board" link provided in the Course Menu Complete the <b>discussion board for the Rhetorical Analysis Essay.</b> Please remember to Post to the discussion forum 3 times before the deadline. Your <b>initial post should be 200 words or more and the 2 replies should be 100 words or more.</b></p>	<p><b>Rhetorical Analysis Essay Final Draft Due: Tuesday, September 28, 2021 by 11:59 p.m.</b></p> <p><b>Rhetorical Analysis Discussion Board Due: Tuesday, September 28, 2021 at 11:59 p.m.</b></p>	<p>*1,2,3,4,5 **a,b,c</p>
<p><b>Week 7</b> September 28-October 5</p>	<p>Research and Lesson Folder 4: The Argumentative Essay</p>	<p>We are beginning the Argumentative Research Essay. Think back to the topic that you chose in week 1 of the course. This week you will begin or continue researching this topic in more depth.</p> <p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu and click on the Research folder</p> <p><b>Research</b></p> <ul style="list-style-type: none"> <li>• Read the <b>Research Guide</b> in the Research Folder.</li> <li>• Read Part 7: Doing Research <b>excluding</b> "Chapter 54: MLA Style"</li> </ul>	<p><b>Note:</b> Topics that students should <b>NOT</b> choose: abortion, gay marriages, legalizing marijuana, and the death penalty.</p> <p><b>These sources should support the topic that you chose in week 1 and will</b></p>	<p>*1,2,3,4,5 **a,b,c</p>



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>in <i>The Norton Field Guide to Writing with Readings &amp; Handbook</i> and review all materials and/or videos within the folder.</p> <ul style="list-style-type: none"> <li>Begin researching your topic. Sources should come from Galileo or Google Scholar. Access Galileo using the link provided in the Course Menu of the course in Blackboard or through the Southeastern Technical College library. <b>Sources found on the internet or outside of Galileo or Google Scholar must be .org, .edu, or .gov.</b> You are only allowed to use one source that does not come from Galileo or Google Scholar. Find 4 sources that prove your thesis and complete a <b>reference page (bibliography). These 4 sources should be the reference entries included on the reference page of the final draft of the argumentative essay and should be formatted according to APA guidelines. Submit the reference page in the drop box labeled "References" in the Research folder.</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu</p> <p><b>Argumentative Essay</b></p> <ul style="list-style-type: none"> <li>Use the Argumentative Essay template to begin drafting your essay. Be sure to include a thesis statement and all other parts on the template. When you complete the reference page and submit, continue drafting the argumentative essay.</li> </ul> <p><b>Please continue to work on your paper after completing the reference list, which</b></p>	<p><b>be the sources used for the argumentative research essay. Sources might change as you continue to research, but you should still have a total of four sources on the reference list of the final draft.</b></p> <p><b>Reference list:</b> These four sources should be the reference entries included on the reference page of the final draft of the argumentative essay.</p> <p><b>Reference List due Tuesday, October 5, 2021 by 11:59 p.m. The drop box is available in the Research folder.</b></p> <p><b>Reminder: Begin drafting your Argumentative Research Essay. Continue to work on this essay each week in addition to any course work listed in the</b></p>	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<b>will ensure that you are ready to submit the final draft by the deadline.</b>	syllabus.	
<b>Week 8</b> October 5-12	Research and Lesson Folder 4: The Argumentative Essay  Lesson Folder 1A: Grammar Pronouns	Navigate to your English 1101 Course in Blackboard and select the “Quizzes” link provided in the Course Menu <ul style="list-style-type: none"> <li>Complete the <b>Argumentative Essay Quiz</b></li> </ul> Navigate to your English 1101 Course in Blackboard and select the “ <b>Grammar Quizzes</b> ” link provided in the Course Menu. Once in “ <b>Grammar Quizzes</b> ,” select “Folder 1A: Grammar” and complete the Pronoun Quiz <b>Grammar Lesson</b> <ul style="list-style-type: none"> <li>Review the Pronoun sections of your handbook section "S-6: Pronouns" to prepare for your quiz.</li> <li>Complete the <b>selected Grammar Quiz (Pronouns)</b>. This quiz covers Pronouns from the Sentences (S-6) section of your textbook.</li> </ul> For practice before taking the quiz, review pronouns in “Folder 1A: Grammar.” <ul style="list-style-type: none"> <li><b>Review Pronouns</b></li> </ul> Continue drafting Argumentative Research Essay.	<b>Argumentative Essay Quiz Due: Tuesday, October 12, 2021 at 11:59 p.m.</b>  <b>Pronoun Quiz Due: Tuesday, October 12, 2021 at 11:59 p.m.</b>	*1,2,3,4,5 **a,b,c
<b>Week 9:</b> October 12-19	Research and Lesson Folder 4: The Argumentative Essay	Navigate to your English 1101 Course in Blackboard and select the “Discussion Board” link provided in the Course Menu <ul style="list-style-type: none"> <li>Complete the <b>discussion board for the Research Discussion Board</b>. Please remember to Post to the discussion forum 3 times before the deadline. Your <b>initial post should be 200 words or more and the 2 replies should be 100 words or more.</b></li> </ul> Continue drafting Argumentative Research Essay.	<b>Research Discussion Board Due: Tuesday, October 19, 2021 at 11:59 p.m.</b>	*1,2,3,4,5 **a,b,c
<b>Week 10:</b> October 19-26	Lesson Folder 4: The Argumentative Essay	To ensure that you are integrating your research according to APA guidelines, please review materials in folder titled,	<b>Incorporating Sources Quiz Due: Tuesday,</b>	*1,2,3,4,5 **a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
	e Essay	<p><b>Planning and Drafting the Argumentative Essay. Be sure to review Integrating Research, Developing Body Paragraphs, and Quoting Paraphrasing and Summarizing.</b></p> <p>Review Part 7: Doing Research <b>excluding</b> “Chapter 54: MLA Style” in <i>The Norton Field Guide to Writing with Readings &amp; Handbook</i></p> <p>Once you have finished reviewing these items, navigate to your English 1101 Course in Blackboard and select the “Quizzes” link provided in the Course Menu</p> <ul style="list-style-type: none"> <li>• Complete the <b>Incorporating Sources Quiz.</b></li> </ul> <p>Continue drafting Argumentative Research Essay.</p>	October 26, 2021 at 11:59 p.m.	
<b>Week 11:</b> October 26- November 2	Lesson Folder 4: The Argumentative Essay	Continue drafting your essay in weeks 11-12. Final draft must be submitted by November 16, 2021 at 11:59 p.m.		*1,2,3, 4,5 **a,b,c
<b>Week 12:</b> November 2- November 9	Lesson Folder 4: The Argumentative Essay	Continue drafting your essay in weeks 11-12. Final draft must be submitted by November 16, 2021 at 11:59 p.m.		*1,2,3, 4,5 **a,b,c
<b>Week 13</b> November 9-16	Lesson Folder 4: Argumentative Essay	<p>Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu</p> <p><b>Argumentative Essay</b></p> <ul style="list-style-type: none"> <li>• Complete the <b>Argumentative Essay Final Draft.</b></li> </ul> <p>Navigate to your English 1101 Course in Blackboard and select the “Discussion Board” link provided in the Course Menu</p> <ul style="list-style-type: none"> <li>• Complete the <b>Argumentative Essay Discussion Board.</b> Please remember to post to the discussion forum three times before the deadline. Your initial post should be 200 words or more and the 2</li> </ul>	<p><b>Argumentative Essay Final Draft Due: Tuesday, November 16, 2021 at 11:59 p.m.</b></p> <p><b>Argumentative Essay Discussion Board Due: Tuesday, November 16, 2021, 11:59 p.m.</b></p>	*1,2,3, 4,5 **a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		replies should be 100 words or more.		
<b>Week 14</b> November 16-23	All Lessons	Navigate to your English 1101 Course in Blackboard and select the “ <b>Discussion Board</b> ” link provided in the Course Menu <ul style="list-style-type: none"> <li>• Complete the <b>Reflection discussion board</b>. Please remember to Post to the discussion forum 3 times before the deadline. Your <b>initial post should be 200 words or more and the 2 replies should be 100 words or more.</b></li> </ul> <p><b>Note:</b> Blackboard will be down November 20-27; therefore, the discussion for this week is due November 29.</p>	<b>Reflection Discussion Board Due: Tuesday, November 29, 2021, 11:59 p.m.</b>  <b>You are only required to complete an initial post for this discussion. The replies are optional.</b>	*1,2,3,4,5 **a,b,c
<b>November 24 &amp; 25</b>	Thanksgiving Holidays	Enjoy!	<b>No submissions on November 24 &amp; 25.</b>	
<b>Week 15</b> November 23-December 2  Proctored Event: November 30 and December 1  December 2: Last day of the semester	Final Exam (Proctored Event)	Navigate to your English 1101 Course in Blackboard and select the “ <b>Lessons</b> ” link provided in the Course Menu <b>Final Exam Essay</b> <ul style="list-style-type: none"> <li>• Complete the <b>Final Exam Essay (Proctored Event)- Complete Student Survey in Banner Web.</b></li> </ul>	<b>Proctored Event scheduled November 30 and December 1.</b>	*1,2,3,4,5 **a,b,c

**Assignments are due on Tuesdays. All assignments except the Getting Started activities, the Reflection Discussion, and Argumentative Research Essay will be left open one week beyond the deadline. Students can submit an assignment one week after the deadline without penalty. No assignments will be reopened.**

#### **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.

## **1101 Composition and Rhetoric Deadlines**

Use these dates as a map for the course. These dates can help you plan for assignments and organize the due dates around important personal events, other courses, and other course assignments. All assignments except the **Getting Started** activities and the **Reflection Discussion** will be left open one week beyond the deadline. **Students can submit an assignment one week after the deadline without penalty. This schedule is tentative and subject to change upon the instructor's discretion.**

**Getting Started Activities:** Blackboard Orientation, Blackboard Orientation Quiz, Pledge Acknowledgement Quiz, and COVID Acknowledgement (**graded**) due **August 18, 2021 (11:59 p.m.)**.

Student Introduction Discussion Board, and Attendance Email due **August 24, 2021 (11:59 p.m.)**. These are **graded assignments. The Email should come from your STC email.**

**Choose a topic for the argumentative essay by August 31, 2021. This is not a submission. I just want students to decide on a topic by week 2.**

APA Quiz and Plagiarism Quiz Due: **Tuesday, August 31, 2021 by 11:59 p.m.**

Syntax Quiz Due: **Tuesday, September 14, 2021 by 11:59 p.m.**

Rhetorical Analysis Quiz Due: **Tuesday, September 14, 2021 by 11:59 p.m.**

Verb Quiz and Punctuation Quiz Due: **September 21, 2021 by 11:59 p.m.**

Rhetorical Analysis Essay Final Draft Due: **Tuesday, September 28, 2021 by 11:59 p.m.**

Rhetorical Analysis Discussion Board Due: **Tuesday, September 28, 2021 by 11:59 p.m.**

Preliminary Reference Page Due: **Tuesday, October 5, 2021 by 11:59 p.m.**

Pronoun Quiz Due: **Tuesday, October 12, 2021 by 11:59 p.m.**

Argumentative Research Essay Quiz Due: **Tuesday, October 12, 2021 by 11:59 p.m.**

Research Discussion Board Due: **Tuesday, October 19, 2021 by 11:59 p.m.**

Incorporating Sources Quiz Due: **Tuesday, October 26, 2021 by 11:59 p.m.**

Argumentative Essay Final Draft Due: **Tuesday, November 16, 2021 by 11:59 p.m.**

Argumentative Essay Discussion Board Due: **Tuesday, November 16, 2021 by 11:59 p.m.**

**Complete course evaluations in Banner Web when surveys become available (TBA).**

Reflection Discussion Board Due: **Tuesday, November 29, 2021 by 11:59 p.m.**

