ENGL 1101 Composition & Rhetoric
HYBRID COURSE SYLLABUS
Summer Semester 2022 (202216)

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Campus/Class Location: Vidalia/Main Building 318
Class Meets: TR 9:30-11:00, 60% in class, 40% online
Course Reference Number (CRN): 60118
Preferred Method of Contact: cblackburn@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Chris Blackburn
Email Address: Chris Blackburn (cblackburn@southeasterntech.edu)
Campus/Office Location: Vidalia/Main Building 421
Office Hours: By appointment
Phone: (912) 538-3211
Fax Number: (912) 289-2213
Tutoring Hours: By appointment

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

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

REQUIRED TEXT

Bullock, Richard, et al. The Norton Field Guide to Writing with Readings and Handbook. 5th ed., W. W. Norton, 2016.
ISBN: 978-0-393-65580-3

REQUIRED SUPPLIES & SOFTWARE

Reliable access to internet and Microsoft Word. Internet browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher. If you do not have computer access, see your instructor for information regarding use of open labs on campuses. A **composition notebook** to keep journal entries.

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

This course 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. This course also includes an introduction to library resources and 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

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

Students are expected to complete all assignments by the due dates. **Late papers will receive a 10% deduction each day they are late.** 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 course announcements daily.

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)
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 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, 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, 912-538-3195.

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 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.

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 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 accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

EXIT EXAM

The final exam must be taken in person. Failure to take the final will result in an F for the course.

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

In-class and online quizzes cannot be made up. Late papers will receive a **10% deduction per day** that they are late. Any other makeup work will be considered on a case-by-case basis.

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.

STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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 165 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 Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the Southeastern Technical College (STC) Website (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
Quizzes	10%
Journals	10%
Grammar Test	20%
Essays	30%
Final/Proctored Event	30%

GRADING SCALE

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

ENGL 1101 Composition & Rhetoric
Summer Semester 2022 Lesson Plan
All due dates are one week (seven days) from the earliest class meeting each week – i.e., Monday to Monday.

Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Areas
Week 1	**Introduction to the Course**	**-Familiarize yourself with BLACKBOARD class (ENGL1101).** -Click Getting Started Menu and read all items -Familiarize yourself with Using Student Email Account (STC Office 365 Mail) from mySTC.	<u>Online:</u> -Complete **STC Pledge Acknowledgement quiz** and **Student Introduction Discussion Board** to avoid being counted as a "No Show" and being <u>dropped from class</u>. **DUE by 5/20 @ 11:59 p.m.** -Begin reading S.1-S.9 in the handbook found in the back of the *Norton Field Guide to Writing.*	1 A, C
Week 2	**Lesson 1: Grammar Sentences 1&2** S.1-S.9 in *The Norton Field Guide to Writing Handbook*	-Elements of a Sentence -Sentence Fragments -Comma Splices, Fused Sentences -Verbs -Subject-Verb Agreement -Pronouns -Parallelism -Coordination, Subordination -Shifts	<u>In Class:</u> -Instructor lecture. <u>Online:</u> -Complete all quizzes found in Sentences folder in Blackboard. -Read L.4-L.8 in *The Norton Field Guide to Writing.* **DUE by 5/31 @ 11:59 p.m.**	1, 2 A, C
Week 3	**Lesson 1: Grammar Language** L.4-L.8 in *The Norton Field Guide to Writing Handbook*	-Words Often Confused -Prepositions -Unnecessary Words -Adjectives & Adverbs -Articles	<u>In Class:</u> -Instructor lecture. <u>Online:</u> -Complete all quizzes found in Language folder in Blackboard. -Read P.1-P.11 in *The Norton Field Guide to Writing.* **-STUDY for test next week on 6/7.** **DUE by 6/7 @ 11:59 p.m.**	1, 2 A, C

Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Areas
Week 4	**Lesson 1: Grammar Punctuation** P.1-P.11 in *The Norton Field Guide to Writing Handbook.*	- Commas -Semicolons -End Punctuation -Quotation Marks -Apostrophes -Other Punctuation -Hyphens -Capitalization -Italics -Abbreviations -Numbers	<u>In Class:</u> **-Grammar TEST 6/7.** -Instructor lecture. <u>Online:</u> -Complete all quizzes found in Punctuation folder in Blackboard. -Read 2.5-2.8 and 6.35-6.36 in *The Norton Field Guide to Writing.* -Read 5.27 and 5.29-5.33 in *The Norton Field Guide to Writing.* **DUE by 6/14 @ 11:59 p.m.**	1, 2 A, C
Week 5	**Lesson 2: Rhetorical Situations and Strategies** 2.5-2.8 and 6.35-6.36 in *The Norton Field Guide to Writing.* **Lesson 3: Processes** 5.27 and 5.29-5.33 in *The Norton Field Guide to Writing.*	-Purpose -Audience -Genre -Stance -Beginning & Ending -Guiding Your Reader -Writing as Inquiry -Generating Ideas & Text -Drafting -Assessing Your Own Writing -Getting Response & Revising -Editing & Proofreading	<u>In Class:</u> -Instructor lecture. <u>Online:</u> -Complete discussion boards for Lesson 2 and Lesson 3 found in Blackboard. -Read 3.12, 6.37, 6.39, and 6.41 in *The Norton Field Guide to Writing.* **DUE by 6/21 @ 11:59 p.m.**	1, 2 A, C
Week 6	**Lesson 4: Report Part 1** 3.12, 6.37, 6.39, and 6.41 in *The Norton Field Guide to Writing.* **Lesson 4: Report Part 2** 7.47-7.53, and 7.55 in *The Norton Field Guide to Writing.*	-Reporting Information -Analyzing Causes & Effects -Classifying & Dividing -Defining --Getting a Start on Research -Finding Sources -Evaluating Sources -Synthesizing Ideas -Quoting, Paraphrasing, & Summarizing Acknowledging Sources, Avoiding Plagiarism -Documentation -APA Style	<u>In Class:</u> -Instructor lecture. <u>Online:</u> -Complete topic quiz found in Blackboard. -Complete discussion board found in Blackboard. -Complete research (3 sources minimum) for Argument assignment. **DUE by 6/28 @ 11:59 p.m.**	1, 2, 3 A, C

Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Areas
Week 7	**Lesson 4: Report Part 3** Complete the **Report** assignment	**Report** assignment	<u>In Class:</u> - Work on Report assignment. <u>Online:</u> -Complete the **Report** assignment. -Read 3.13, 6.38, and 6.40 in *The Norton Field Guide to Writing.* **DUE by 7/5 @ 11:59 p.m.**	1, 2, 3 A, C
Week 8	**Summer Break**	Summer Break	Summer Break	
Week 9	**Lesson 5: Argument Part 1** 3.13 in *The Norton Field Guide to Writing.* **Lesson 5: Argument Part 2** 6.38 and 6.40 in *The Norton Field Guide to Writing.*	-Arguing a Position -Rhetorical Fallacies -Arguing -Comparing & Contrasting	<u>In Class:</u> -Instructor lecture. <u>Online:</u> -Complete topic quiz found in Blackboard. -Complete discussion board found in Blackboard. -Complete research (3 sources minimum) for Argument assignment. **DUE by 7/19 @ 11:59 p.m.**	1, 2, 3 A, C
Week 10	**Lesson 5: Argument Part 3** **Lesson 6: Memoir Part 1** 3.18, 6.42, 6.43, and 6.45 in *The Norton Field Guide to Writing.*	**Argument** assignment. -Memoirs -Describing -Dialogue -Narrating	<u>In Class:</u> -Work on Argument assignment. -Instructor lecture. <u>Online:</u> -Complete discussion board found in Blackboard. -**Review for Memoir assignment due 7/26**. **DUE by 7/26 @ 11:59 p.m.**	1, 2 A, C
Week 11	**Lesson 6: Memoir Part 2**	**Memoir** assignment.	<u>In Class:</u> -Complete the **Memoir** assignment. **DUE by end of class on 7/26.**	1, 2 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.

ENGL 1101- Research Essay Rubric

Content & Organization	**30%**	
Content & Organization: • **Clearly defined thesis** • **Clearly defined context/purpose/audience** • **Specific and relevant details/supporting examples/evidence and data** • **Adequate Analysis, explanation, and/or discussion**		
• **Title appropriate and formatted correctly** • **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**		
Sentence Style & Syntax/Diction & Spelling	**25%**	
Sentence Style & Syntax • **Sentence structures and beginnings varied** • **Sentences complex** • **Transitions between and within sentences**		
Diction & Spelling • **Accurate diction** • **Efficient and sophisticated diction** • **Correct word forms and endings** • **Correct spelling**		
Grammar & Mechanics	**30%**	
Grammar & Mechanics • **No fragments** • **No fused sentences or comma splices** • **No tense shifts** • **Correct subject/verb agreement** • **Correct pronoun usage and reference** • **Correct use of commas** • **Correct use of other punctuation** • **Correct capitalization**		
Formatting and Citations	**15%**	
APA Formatting for Paper • **Running header with last name and page number** • **Title page formatted correctly** • **Abstract formatted correctly** • **References page included** • **Double-spaced throughout**		
Parenthetical Citations • **Match Citations** • **Formatted properly**		
References Page • **Text formatted properly with hanging indent** • **Alphabetized sources**		
Notes:	**Total Grade**	

ENGL 1101- Final Essay Rubric

Content & Organization	**40%**	
• **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%**	
• **Sentence structures and beginnings varied** • **Sentences complex** • **Appropriate word use** • **Transitions between and within sentences**		
Grammar & Mechanics	**25%**	
• **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%**	
• **Essay is insightful and original** • **Student shows exceptional imaginative efforts and/or critical thinking.**		
Notes:	**Total Grade**	