TENTATIVE—SUBJECT TO CHANGE

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

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard
Class Meets: Via Internet for 10 weeks
Course Reference Number (CRN): 60119
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

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 (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 (ONLINE)

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.

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

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of nine (9) 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.

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.

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 on Monday 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) 478-289-2274, Building 1, Room 1210.

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

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

WITHDRAWAL PROCEDURE
Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.
Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.
Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.
There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of "W"

will count in attempted hour calculations for the purpose of Financial Aid.

EXIT EXAM

The final exam must be taken in person. Failure to take the final will result in 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, 7/25, 1:00-3:00, room 318 and Swainsboro Campus, 7/26, 2:00-4:00,room 2180 .

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 Website](www.southeasterntech.edu) (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%
Finals	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 5/19 @ 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 5/30 @ 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 6/6.** **DUE by 6/6 @ 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 6/6.** -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 6/13 @ 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 6/20 @ 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 6/27 @ 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 7/4 @ 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 7/18 @ 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. -**Review for Memoir assignment due 7/25**. **DUE by 7/25 @ 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 7/25.**	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

Category	%	
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**	