



ENGL 1010
HYBRID COURSE SYLLABUS
Fall Semester 2022 (202312)

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Class Location: Building A, room 156

Class Meets: 40% Hybrid / Face-to-Face 60% Tuesday and Thursday. 9:30-10:45.

Course Reference Number (CRN): 20244

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Vicky Conner

Office Location: Building A, room 155

Office Hours: Monday-Wednesday 1-4:30

Email Address: [Vicky Conner \(vconner@southeasterntech.edu\)](mailto:vconner@southeasterntech.edu)

Phone: 912-538-1992

Fax Number: 912-538-3156

Tutoring Hours: by appointment or drop by my office

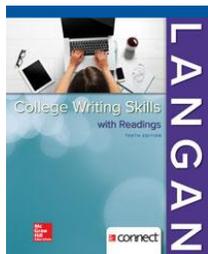
This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

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) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

REQUIRED TEXT

Albright, Z. L. & Langan, J. (2021). *English Skills with Readings*. McGraw-Hill. ISBN 10: 60899896; ISBN 13: 9781260899894.



REQUIRED SUPPLIES & SOFTWARE

Students need a three-ring binder for their book, a flash drive, loose-leaf paper, pencils, blue-black pens, and access to Internet and Southeastern Technical College's Remote Lab Access, RemoteApp, or Remote Application Services.

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

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

MAJOR COURSE COMPETENCIES

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

PREREQUISITE(S)

ENGL 0090 OR Appropriate Placement Test Score AND READING 0090—Reading II OR Appropriate Placement Test Score.

COURSE OUTLINE

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

GENERAL EDUCATION CORE COMPETENCIES

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

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

STUDENT REQUIREMENTS

1. A hybrid class means that class attendance and completing Blackboard assignments are **mandatory**. Students are required to complete all assignments on the lesson plan by their due dates to exit the class successfully.
2. **Use Mozilla Firefox or Google Chrome** as the main Internet browsers. **Do not use Internet Explorer or Microsoft Edge (E at the bottom of the screen)** because **Blackboard does not support them**. Microsoft Edge or Internet Explorer will not allow students to submit assignments in assignment boxes, closes exams early, and closes quizzes prematurely.
3. Be sure to have a strong Internet connection. If there are problems with the Internet at home, come to STC to submit assignments. The STC Library is open Monday-Thursday, 8:00 a.m. to 8:00 p.m. and on Swainsboro Campus Library from 8:00-6:00 p.m.
4. Students are responsible for bringing textbooks and supplies, including pencils and pens. Students will not share books.
5. Writing assignments are completed in class. All writing assignments must be in APA format, typed in Microsoft Word, and submitted in the Blackboard assignment box.
6. Screenshots and late assignments will be given a zero.
7. **Dropping a grade or extra credit assignments will not be given. Do not ask.**

COVID-19 MASK REQUIREMENT

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

COVID-19 SIGNS AND SYMPTOMS

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

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

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue

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

COVID-19 SELF-REPORTING REQUIREMENT

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

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F 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 \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

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

SPECIFIC ABSENCES

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

PREGNANCY

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

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

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

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

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term (June 27, 2022) 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" 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" 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.

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

- **Blackboard assignments are due on Mondays and Wednesdays at 11:59 p.m.** If Internet browser problems occur, email or talk to me before or after class.
- Grammar exams must be made-up within one week. If an exam must be reopened, the student will take the exam on STC campus outside of class time.
- Pop quizzes given in class will not be made-up.
- If students miss class when a writing assignment is due, the student has one week to make up the assignment. The writing must be scheduled outside of class time on STC campus. Only one writing assignment may be made up. Until the assignment is made up, a zero will be in the gradebook.
- **Dropping a grade or extra credit assignments will not be given.**

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the 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 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(http://www.southeasterntech.edu/\)](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
Grammar Exams	25%

Assessment/Assignment	Percentage
Writing Assignments	35%
Homework and Quizzes	15%
Final Grammar Exam	10%
Essay Final	15%

GRADING SCALE

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

**ENGL 1010—Fundamentals of English
Fall Semester 2022 (202312) Lesson Plan**

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<p>First Day, Tuesday, August 16</p>	<p>The book required is <i>English Skills with Readings</i> 10th edition</p>	<p>STC Policies</p> <p>Introduction to Syllabus</p> <p>Introduction to textbook.</p> <p>Introduction to Blackboard</p> <p>Getting Started in Blackboard</p>	<p>All hybrid assignments are due on Mondays and Wednesdays at 11:59 p.m. (end of day.) Assignment boxes will close. Grammar Exams 1-4 will be open-book and completed on Blackboard outside of class. Writings for ENGL 1010 will be completed in class.</p> <p>Students who do not pass a grammar exam or a writing assignment need to schedule a tutoring session.</p> <p>Tutoring sessions are available after class, before class, or by appointment.</p> <p>I will also offer group tutoring on grammar chapters after class on Tuesdays.</p>	<p>*1, 2, 3 **a, b, c</p>

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<p>Week 1 Thursday, August 18 Class</p>	<p>Diagnostic Exam</p> <p><i>English Skills with Readings</i> Chapters 19, page 407, and 21, page 416</p>	<p>Finding Subjects and Verbs</p> <p>Fragments</p>	<p>Due on Wednesday, August 17 at 11:59 p.m.</p> <p>In Blackboard, navigate to Communication.</p> <p>Hybrid—Read syllabus and study rubrics.</p> <p>Navigate to Lessons and Week 1 folder.</p> <p>HYBRID--Take the diagnostic exam.</p> <p>HYBRID—Complete Chapter 19 folder, including a quiz.</p> <p>HYBRID--Look at Chapter 21, page 416, the PowerPoints, and complete the worksheet. Submit the worksheet in the assignment box.</p>	
<p>Tuesday, August 23 Class</p>	<p><i>English Skills with Readings</i>, Chapter 22, page 430</p>	<p>Work on Fused sentences and comma splices</p>	<p>Due Monday, August 22, 2022, at 11:59 p.m. In Blackboard, navigate to Lessons and Week 1 folder.</p> <p>HYBRID—Watch the videos and look at the PowerPoints.</p> <p>HYBRID—Complete Chapters 22 worksheet and submit. Watch all videos and PowerPoints.</p>	<p>*1, 2, 3, 5 **a, b, c</p>

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
Week 2 Thursday, August 25 Class	<i>English Skills with Readings</i> , Chapter 2, page 27	Lecture for chapters 1 and 2 Paragraph structure and Writing Process Worksheets for Chapter 2 Quiz	Due Wednesday, August 24, 2022, at 11:59 p.m. In Blackboard, navigate to Week 2 folder. To prepare for Exam 1, navigate to Lessons and Grammar Bytes. Practice with fragments and comma splices and fused sentences. HYBRID—Take Exam 1. <i>In English Skills with Readings</i> , complete all activities in chapter 2, page 27. HYBRID—Look at the PowerPoint.	*1, 2, 3, 5 **a, b, c
Tuesday, August 30 Class	<i>English Skills with Readings</i> , Chapters 3, page 61	Chapter 3 worksheets Quiz	Due Monday, August 29, 2022, at 11:59 p.m. Navigate in Blackboard to Week 2 folder. HYBRID—Look at PowerPoint for chapter 3. <i>In English Skills with Readings</i> , read chapter 3, page 61. Complete all activities.	

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<p>Week 3 Thursday, September 1 Class</p>	<p><i>English Skills with Readings</i>, Chapter 23, page 443, and chapter 4, page 99</p>	<p>Finish Chapter 3 Worksheets.</p> <p>Worksheets for Chapter 4</p> <p>Look at Example paragraphs in Blackboard.</p>	<p>Due Wednesday, August 31, 2022, at 11:59 p.m.</p> <p>Navigate to Lessons and Week 3 folder.</p> <p>HYBRID—Complete all activities in Chapters 23 folders</p> <p>HYBRID—Take the quiz.</p> <p>HYBRID--Look at PowerPoints and read chapter 4. Complete all activities in the chapter.</p>	<p>*1, 2, 3 **a, b, c</p>
<p>Tuesday, September 6</p>	<p>Example Paragraphs</p>	<p>Write rough draft</p>	<p>Due Monday, September 5, 2022, 11:59 p.m.</p> <p>In Blackboard, navigate to Week 3 folder.</p> <p>Complete all activities in Chapters 24 and 25. Submit the worksheet in the assignment box.</p> <p>Remember Sept. 5 is a holiday, so get those assignments in early.</p>	

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
Week 4 Thursday, September 8	<i>English Skills with Readings</i> , Chapter 6, page 152,	Worksheet for Chapter 6 Discussion of revision	Due Wednesday, September 7, 11:59 p.m. In Blackboard, navigate to Lessons and Week 4 Folder. HYBRID —Complete all assignments for Chapter 6 folder HYBRID —Look at all PowerPoints and Videos.	*1, 2, 3, 5 **a, b, c
Tuesday, September 13	<i>English Skills with Readings</i> , Chapter 26, page 464 chapter 27, page 471	Revise the Example Paragraph. Submit the revised paragraph in assignment box, located in Week 4 folder.	Due on Monday, September 12, 2022, at 11:59 p.m. In Blackboard, navigate to Week 4 folder. HYBRID —Look at all videos and PowerPoints in chapters 26 and 27 folders. Submit the worksheets in the assignment box.	

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<p>Week 5 Thursday, September 15</p>	<p><i>English Skills with Readings</i>, Chapter 5, page 405</p>	<p>We will discuss and work through the Chapter 5 worksheet to prepare for G. Exam 3.</p>	<p>Due Wednesday, September 14, 2022, at 11:59 p.m.</p> <p>In Blackboard, navigate to Lessons and Grammar Bytes. HYBRID--Use Grammar Bytes to help prepare for the G. Exam 2.</p> <p>Navigate to Lessons and Week 5 folder. HYBRID—Take Exam 2.</p> <p>Exam 2 covers Chapters 23, 24, 26, and 27.</p> <p>Watch the videos and practice on the exercises. Afterward, work on the Chapter 5 worksheet by using <i>English Skills with Readings</i>. The worksheet is the pretest in Blackboard. Bring the completed sheet to class for discussion. We will go to the board and do work. Although I do not expect perfection, there will be a penalty if I see sections of the worksheet that has no attempted answers.</p>	<p>*1, 2, 3 **a, b, c</p>

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
Tuesday, September 20	<i>English Skills with Readings</i> , Chapter 5, page 121 and “How They Get You to Do This,” page 644	Finish Chapter 5 worksheet if needed Lecture on Cause or Effect Paragraph	Due Monday, September 19, 2022 , Finish the last part of the chapter 5 worksheet. In <i>English Skills with Readings</i> , read “How They Get You to Do This,” page 644. HYBRID —Take the quiz.	
Week 6 Thursday, September 22	<i>English Skills with Readings</i> , chapter 5.	Worksheet on Cause or Effect Paragraph. We will write the Cause or Effect paragraph.	Due Wednesday, September 21, 2022, at 11:59 p.m. In Blackboard, navigate to Lessons and Week 6 folder. HYBRID--Take G. Exam 3 over Chapter 5. This short-answer exam requires students to type out the sentence correctly. Blackboard will not grade these tests.	*1, 2, 3 **a, b, c
Tuesday, September 27	<i>English Skills with Readings</i> , chapter 28, page 477 and 29, page 482	Lecture over the Comparison or Contrast Paragraph	Due Monday, September 26, 2022, at 11:59 p.m. In Blackboard, navigate to Week 6 folder. HYBRID --Complete the assignments in folders for Chapters 28 and 29 folders.	

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
Week 7, Thursday, September 29	<i>English Skills with Readings</i> , Chapter 32, page 504, Chapter 33, page 512 and “All the Good Things,” page 574	We will write the Comparison or Contrast Paragraph. Give out essay handout.	Due Wednesday, September 28, 2022, at 11:59 p.m. In Blackboard, navigate to Lessons and click on Week 7 folder. HYBRID --Complete chapters 32 and 33 folders. Read “All the Good Things,” page 574. HYBRID —Take the quiz	*1, 2, 3, 5 **a, b, c
Tuesday October 4	<i>English Skills with Readings</i> Chapter 16, page 326, chapter 34, page 520, and chapter 35, page 529	Lecture on essay and go over class handout.	Due Monday, October 3, 2022, at 11:59 p.m. In Blackboard, navigate to Week 7 folder. HYBRID —Complete the exercises in chapters 34 and 35 folder. HYBRID —Look through all the PowerPoints and videos. <i>In English Skills with Readings, read</i> chapter 16, page 326.	

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
Week 8, Thursday, October 6	<i>English Skills with Readings</i> , Chapter 36, page 534, Chapter 37, page 545	Look at examples of essays. Write an outline for Essay 1	Due Wednesday, October 5, 2022 at 11:59 p.m. In Blackboard, navigate to Lessons and Week 8 folder. HYBRID —Complete all the exercises in Week 8 folder. Chapter 36 and 37 folders. HYBRID --Take the quiz.	
Tuesday, October 11	<i>English Skills with Readings</i> , chapters 30, page 491 and 31, page 500	Write Essay 1 in class.	Due, Monday, October 10, 2022, at 11:59 p.m. <i>In English Skills with Readings</i> , read chapters 30 and 31. Complete all the exercises. In Blackboard, navigate to Week 8 folder. HYBRID —Take the quiz.	*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
Week 9 Thursday, October 13	<i>English Skills with Readings</i> , read “Treating Addiction in Court,” page 667.	Things to Remember When Writing Library Project Summary of article	Due Wednesday, October 12, 2022, at 11:59 p.m. In Blackboard, navigate to Lessons and Week 9 folder. HYBRID—Use Grammar Bytes to prepare for Exam 4. In Blackboard, navigate to Lessons and Week 9 folder. HYBRID—Take G. Exam 4. <i>English Skills with Readings</i> , read “Treating Addiction in Court,” page 667. HYBRID—Take the reading quiz.	
Tuesday, October 18		Students write the final essay in class. Students may come early to begin the essay.	Due Monday, October 17, 2022, at 11:59 p.m. In Blackboard, navigate to Week 9 folder. HYBRID—Submit the one-paragraph summary of the article in the assignment box.	*1, 2, 3, 5 **a, b, c
Thursday, October 20 Last Day of Class.		Banner Web Survey Students will take the Final Grammar Exam.	To prepare for the grammar final, review chapters in Grammar Bytes and the practice tests in the weekly folders.	
		The instructor reserves the right to change the syllabus as needed.		

*Competency Areas:

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

****General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Grading Scale –Exemplification Paragraph	
CRITERIA	SCORE
<u>Example</u> <ul style="list-style-type: none"> • Examples to support topic sentence • Examples stated clearly in specific language • Transitional words used to link examples 	20
<u>Writing Process</u> <ul style="list-style-type: none"> • Evidence of brainstorming & organizing ideas • Evidence of drafts and revisions • Considers audience 	5
<u>Topic Sentence</u> <ul style="list-style-type: none"> • States topic • Expresses purpose for writing • Focused • Restated in Concluding Sentence 	20
<u>Support</u> <ul style="list-style-type: none"> • Sufficient Explanations and Details • Points clarified with explanations that limit and focus the main idea • All examples and explanations relate to main point (unity) • Examples are clear (clarity) • Organized according to purpose 	25
<u>Format</u> <ul style="list-style-type: none"> • Title appropriate and correct • Formatted correctly 	10
<u>Grammar</u> <ul style="list-style-type: none"> • No fragments • No run-ons • No problems with capital letters • No spelling errors 	20
A ten-point penalty will be applied if ALL instructions are not followed. <u>Total Points</u>	

Grading Scale for Cause or Effect Paragraph	
Criteria and Comments	Points
Cause-Effect <ul style="list-style-type: none"> • Focus on either causes or effects (not both) • Explores all causes/effects but chooses only the real ones • Considers audience • Does not oversimplify • Causes or effects organized in a logical order 	25
Structure <ul style="list-style-type: none"> • Begins with topic sentence that states whether the paragraph is a cause or effects paragraph • Supporting sentences limit and focus the main idea • Explanations and details of supporting sentences are well-developed • Closing sentence reflects topic sentence and provides closure 	25
Support <ul style="list-style-type: none"> • Examples, Details, Explanations • All examples and explanations relate to main point (unity) • Points clarified with details that limit and focus the main idea (clarity) • Organized according to purpose (coherence) • Transitions between ideas achieve coherence 	25
Grammar <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • Spelling and capital letters 	25
<p>A ten-point penalty will be applied if ALL instructions are not followed.</p> <p style="text-align: right;"><u>Total Points</u></p>	

Five Paragraph Essay Grading Scale

English 101

Criteria and Comments	Grading Scale
Content (30%) <ul style="list-style-type: none"> • Interesting, detailed • Clear Purpose • Well Developed, thorough • Content Relevant to Topic 	1 2 3 4 5
X6	
Essay & Paragraph Structure (40%) <ul style="list-style-type: none"> • Thesis • Introduction • 3 Topic Sentences • 3 Body Paragraphs • Support/Details for T.S. Unity & Coherence Transitions Conclusion <ul style="list-style-type: none"> • restated thesis • summary • closing remarks 	1 2 3 4 5
X8	
Grammar/Mechanics (30%) <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • Appropriate use of modifiers • Clear, parallel sentence structure • spelling and capital letters 	1 2 3 4 5
X6	
A ten-point penalty will be applied if ALL instructions are not followed. Total Points	

- 5 = Exceeds expectations
 4 = Meets expectations
 3 = Adequate performance
 2 = Needs Work
 1 = Inadequate

Compare/Contrast Paragraph

Criteria and Comments	Points
Compare/Contrast <ul style="list-style-type: none"> • Either Compares or Contrasts (not both) • Meaningful comparison or contrast • Interesting comparison or contrast • Developed thoroughly • Uses transitions to enhance meaning between ideas 	25
Structure <ul style="list-style-type: none"> • Begins with topic sentence that states whether paragraph is comparison or contrast • Supporting sentences limit and focus the main idea • Uses point-by-point or side-by-side organization throughout paragraph • Explanations and details well-developed • Closing sentence reflects topic sentence and provides closure 	25
Support <ul style="list-style-type: none"> • All examples and explanations relate to main point (unity) • Examples are clear (clarity) • Transitional between ideas in details to achieve (coherence) 	25
Grammar <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • spelling and capitalization 	25
A ten-point penalty will be applied if ALL instructions are not followed. <u>Total Points</u>	