



## ENGL 1010 Fundamentals of English I

### COURSE SYLLABUS FALL Semester 2019

#### COURSE INFORMATION

Credit Hours/Minutes: 3/2250  
 Class Location: Vidalia Campus, Building A, room 156  
 Class Meets: 6:00-8:45, Tuesday nights  
 Course Reference Number (CRN): 20251

#### INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Dr. Millie Perry  
 Adjunct Instructor Email Address: [Millie Perry \(mperry@southeasterntech.edu\)](mailto:mperry@southeasterntech.edu)  
 Office Location: N/A  
 Office Hours: By appointment  
 Phone: 912-538-3100  
 Fax Number: 912-538-2256  
 Tutoring Hours: Contact Instructor

Full-time Instructor Name: Vicky Conner  
 Email Address: [Vicky Conner \(vconner@southeasterntech.edu\)](mailto:vconner@southeasterntech.edu)  
 Campus/Office Location: Vidalia Campus, Building A, room 155  
 Office Hours: Monday and Wednesday 8:00-9:00, 1:00-2:30; Tuesday and Thursday 9:30-12:00  
 Phone: 912-538-1992  
 Fax Number: 912-538-3156  
 Tutoring Hours: by appointment

#### 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](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

#### REQUIRED TEXT

Langan, John. (2012). *English Skills with Readings*. New York, NY: McGraw-Hill.

#### REQUIRED SUPPLIES & SOFTWARE

Flash drive, loose-leaf paper, 1 ½ inch 3-ring binder, pencils, blue or black ink pens, and access to Internet and STC's Remote Lab Access.

**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**

Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills; research skills; oral communication skills.

**PREREQUISITE(S)**

ENGL 0090 or Appropriate Placement Test Score AND READING 0090 OR appropriate Placement Test Score.

**COURSE OUTLINE**

1. Analysis of Writing
2. Applied Grammar and Writing Skills
3. Editing and Proofreading
4. Research Skills
5. Oral Communication Skills

**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**

To pass the class, students are required to complete ALL assignments in the course calendar and per the instructor's instructions. Work turned in late will be penalized. Late assignments will receive a grade of zero until turned in. All assignments must be turned in by paper copy on the night of class that they are due. Writing assignments turned in by any other method will not be accepted.

**ATTENDANCE GUIDELINES**

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

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates

for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

### **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

**Swainsboro Campus:** [Macy Gay mgay@southeasterntech.edu](mailto:Macy_Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas@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:** [Macy Gay mgay@southeasterntech.edu](mailto:Macy_Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas@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% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of "W", will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

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

Tests and assignments must be completed on the assigned date in the course calendar or per the instructor. All missed quizzes will be made up on the 14<sup>th</sup> night of class. Extra credit work to increase a grade 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**

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:hthomas@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:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## 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 \(www.southeasterntech.edu\)](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
Tests	30%
Writing Assignments	50%
Grammar Final	10%
Essay Final	10%

**GRADING SCALE**

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

**English 1010 – Fundamentals of English I**  
**Spring Semester 2019 Lesson Plan**

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Week 1	Analysis of writing	Resume and cover/application letter [Handouts pp. 203-204] Types of essays [Handouts pp. 317-319; Langan pp. 184-356 Ch. 8-17]	<b>Resume And Cover/Application Letter</b>	1 a,c
Week 2	Applied Grammar and Writing Skills	Dictionary and vocabulary [Langan pp.490-526 Ch. 36-40]	<b>Worksheets from textbook chaps 36-40</b>	2 a,c
Week 3	Research Skills Oral Communication Skills Editing and Proofreading	Discuss Career Portfolio Research [Handouts p. 201] And oral presentation on research And editing and proofreading research	<b>Begin work on Career Portfolio</b>	4 a,c 5 a,c 3 a,c
Week 4	Applied Grammar and Writing Skills	<i>Subjects and verbs and complements</i> [Handouts pp. 415-421; Langan Ch. 18-21]	<b>Worksheets from textbook</b>	2 a,c
Week 5	Applied Grammar and Writing Skills	<i>Pronouns part 1</i> [Handouts pp. 422-430, Langan pp. 416-427 Ch. 25-27]	<b>Worksheets from textbook</b>	2 a,c
Week 6	Applied Grammar and Writing Skills	<i>Pronouns part 2</i> [Handouts pp. 422-430, Langan pp. 416-427 Ch. 25-27]	<b>Worksheets from textbook</b>	2 a,c
Week 7	Applied Grammar and Writing Skills	<i>Verbs part 1</i> [Handouts pp. 431-435, Langan pp. 394-415 Ch.22-24]	<b>Worksheets from textbook</b>	1 a,c
Week 8	Applied Grammar and Writing Skills	<i>Verbs part 2</i> [Handouts pp. 431-435, Langan pp. 394-415 Ch.22-24]	<b>Worksheets from textbook</b>	2 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 9	Editing and Proofreading	Business letters for career portfolio	<b>Career Portfolio</b>	3 a,c
Week 10	Research Skills	Research	<b>Research</b>	4 a,c
Week 11	Oral Communication Skills	Oral presentation	<b>Oral Presentation</b>	5 a,c
Week 12	Applied Grammar and Writing Skills	<i>Phrases and clauses part 1</i> [Handouts pp. 436-445; Langan pp. 433-436 Ch. 28]	<b>Worksheets from textbook</b>	2 a,c
Week 13	Applied Grammar and Writing Skills	<i>Phrases and clauses part 1</i> [Handouts pp. 436-445; Langan pp. 433-436 Ch. 28]	<b>Worksheets from textbook</b>	2 a,c
Week 14	Applied Grammar and Writing Skills	<i>Capitalization / Punctuation</i> [Handouts pp. 407-414, Langan Ch. 30-35]	<b>Worksheets from textbook</b>	2 a,c
Week 15		<b>FINAL EXAM</b> -- Essay and Grammar and Reading		

### 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.