



ENGL 1101-Composition and Rhetoric
COURSE SYLLABUS
Hybrid: 80% Face-to-Face/20% Hybrid
Fall Semester 2019 (202012)

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Class Location: 2131-Building 2- Swainsboro

Class Meets: Tuesday and Thursday-9:30-10:30 (80% Face-to-Face/ 20% Hybrid)

Course Reference Number (CRN): 20253

Preferred Method of Contact: lthomas@southeasterntech.edu or the Contact the Instructor forum in Blackboard.

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Laquanda Thomas

Email Address: lthomas@southeasterntech.edu

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

Office Hours: Monday and Wednesday 8:00-10:00 and Tuesday and Thursday 8:00-9:00

Phone: 478.289.2219

Fax Number: 478.289.2263

Tutoring Hours (if applicable): MW-9:00-11:00 & TR-1:00-3:00

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 (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

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

REQUIRED SUPPLIES & SOFTWARE

Flash drive, loose-leaf paper and binder, 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) provides 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.

COURSE DESCRIPTION

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include: writing analysis and practice; revision; and research. Students write research papers using library resources and using a formatting and documentation style appropriate to the purpose and audience.

MAJOR COURSE COMPETENCIES

Topics include: writing analysis and practice, revision, and research.

PREREQUISITE(S)

Appropriate degree-level writing (English) placement test score and appropriate degree-level reading placement test score.

COURSE OUTLINE

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

GENERAL EDUCATION CORE COMPETENCIES

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

- 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.

STUDENT REQUIREMENTS (HYBRID)

Students must have their books by the second week of class. Making copies from the textbook is against copyright laws and will not be done. Students are expected to bring all materials, especially their books, to class. Failure to do so will result in a ten-point penalty on the next grammar exam. Students are expected to complete all assignments by the due dates. All assignments must be in American Psychological Association (APA) format, typed in Microsoft Word, and submitted in a Blackboard drop box on the due date to be graded. **Late writing assignments will not be accepted. Writing assignments sent through email will not be accepted.** Students are responsible for policies and procedures included in the STC Catalog and Handbook. Students are responsible for checking e-mails and Blackboard announcements daily. Read instruction documents under Coursework tab in Blackboard if you have any further questions about course content, expectations, or due dates.

BASIC ERRORS

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

1. Lack of clarity at the sentence level
2. Subject-verb agreement errors
3. Comma splices and run-on or fused sentences
4. Sentence fragments

5. Incorrect verb forms
6. Spelling errors
7. Pronoun antecedent agreement

CELL PHONE POLICY

Cell phones are not to be used while in class. When students enter the classroom, cell phones should be placed on silent or vibrate. If cell phones become a problem, the instructor reserves the right to give a quiz to the entire class or give an individual quiz to the person not adhering to policy (upon the discretion of the instructor) each time a phone rings/vibrates or anytime a student is caught using a phone in class. Cell phone quizzes will be put into the grade book. During exams, if a student is caught with a phone or caught texting during a test, he or she will be given a zero.

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 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 have exactly one week from the date of an absence to make up a test or quiz grade.* Homework assignments are not accepted after the due date.**

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_mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto: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: [Macy Gay mgay@southeasterntech.edu](mailto:Macy_Gay_mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210
Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto: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 assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES

Tests and assignments must be completed on the assigned date in the course calendar or per the instructor. **Students can make up tests/quizzes within one week of missing the assignment.** If the student does not make up the test within the one week period, a zero will be given for the test grade without any other make-up opportunities. **There are no late submissions for writing assignments.** If you do not submit the assignment by the due date, a zero will be given. There is one day provided on the class calendar to make up one writing assignment of the student's choice. Students can make up this assignment if they missed the deadline, or they want to revise and improve the writing assignment for a better grade.

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

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:

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's 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
Writing Assignments	45%
Tests	15%
Assignments (Homework & Discussion Questions)	15%
Final Exam Essay	15%
Final Exam Grammar	10%

GRADING SCALE

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

ENGL 1101 Composition and Rhetoric

Hybrid: 80% F2F/ 20%Online

Calendar is subject to change

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1:</p> <p>August 13</p> <p>August 15</p>	<p>What is Rhetoric?</p>	<p>Tuesday Class: Syllabus, Class Policies and expectations, Information and Policies Packet Class: You Tube Video – Prince EA Blackboard: Sentence PowerPoint</p> <p>Hybrid: Read Part 1 of <i>The Norton Field Guide to Writing with Readings and Handbook</i> (pages (pgs. 3-52)). Hybrid: Complete Getting Started/ Blackboard Orientation/ Online Orientation Quiz/ Pledge Acknowledgement (Due Thursday, August 15, 2019).</p> <p>Hybrid: Student Introduction (Due Tuseday, August 20, 2019 at 11:59 p.m.).</p> <p>Hybrid: Syllabus Quiz (Due Tuesday, August 20, 2019 at 11:59 p.m.).</p> <p>Thursday Class: Purpose of Writing Class: What is Rhetoric? Class: You Tube- Rhetoric video: Purdue Owl Vidcast</p> <p>Hybrid: Discussion Question Respond to 2 others in the course (Due Tuesday, August 20, 2019 at 11:59 p.m.).</p> <p>Hybrid: Read Identifying and Eliminating Errors in Writing.</p> <p>Hybrid: Read Part 2 of <i>The Norton Field Guide to Writing with Readings and Handbook</i> (pgs. 55-71) Hybrid: Vocabulary List 1</p>	<p>*1,2,3,5 **a,c</p>

<p>Week 2: August 20 August 22</p>	<p>Writing Review/ Introducing Rhetoric and Analysis</p>	<p>Tuesday Class: Sentence Quiz Class: Academic Writing Dos and Don'ts Class: Required parts of an essay/ Thesis Statements Class: Introduce rhetorical devices You Tube- Introduction to Ethos, Pathos, and Logos Class: Discuss other rhetorical devices and impact on writing or speech.</p> <p>Hybrid: Read "Chapter 11: Analyzing Texts" in <i>The Norton Field Guide to Writing with Readings and Handbook (pgs.98-130)</i>.</p> <p>Hybrid: Review rhetorical devices in Blackboard</p> <p>Hybrid: Watch videos in the Logos folder in Blackboard.</p> <p>Thursday Class: Grammar Test 1-Sentences Class: American Psychological Association Style (APA) format</p> <p>Hybrid: Watch videos on APA format. These videos will help you to format your essays for the class. Use the video also to help complete the discussion question on APA format in week 2.</p> <p>Hybrid: Read "Chapter 55: APA Style" (pgs. 597-626). You will need to review this chapter often to cite sources correctly. You can also use this chapter for the APA quiz in week.</p> <p>Hybrid: Argumentative essay topic and working thesis statement. Submit Tuesday, August 27, 2019 at 11:59 p.m.</p> <p>Hybrid: Discussion Question (Due Tuesday, August 27, 2019 at 11:59 p.m.).</p> <p>Hybrid: Find 2 sources using Galileo that supports the working thesis statement for the Argumentative Research Essay. Bring sources with you to class on Thursday,</p>	<p>*1,2,3,4,5 **a,b,c</p> <p>**Notes: Discussion questions are due on Tuesday nights. Students have one week to complete.</p> <p>**Deadlines for assignments are on various calendar dates, but listed in the course calendar.</p>
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Date/Week	Content	Assignments & Tests Due Dates	Competency Area
		September 12, 2019. Failure to have these sources will result in a zero for a homework grade. Evaluate sources using the CRAAP Test.	

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 3:</p> <p>August 27</p> <p>August 29</p>	<p>Rhetorical Analysis/ Personal Pronouns</p>	<p>Tuesday Class: Discuss rhetorical situation and analysis Class: You Tube: “The Girl Who Silenced the World for 5 minutes” (Class Discussion).</p> <p>Hybrid: What is the Rhetorical Situation of this speech? Students are provided the link to speech and a transcript. Bring answers to the next class meeting.</p> <p>Thursday Class: Rhetorical Situation Class: Review speech in class Class: Writing a Rhetorical Analysis (Process) Class: Rhetorical Analysis Thesis Statement</p> <p>Hybrid: Discussion Question (Due Tuesday, September 3, 2019 at 11:59 p.m.).</p> <p>Hybrid: Rhetorical Analysis Assignment You Tube: “The Girl Who Silenced the World for 5 Minutes”</p> <p>Hybrid: Watch “Rhetorical Analysis Thesis Statement” in Blackboard.</p> <p>Hybrid: Watch “Rhetorical Analysis Thesis Statement”</p> <p>Hybrid: Rhetorical Analysis Essay Steps and Template. Complete introductory paragraph, thesis statement, and one body paragraph by Tuesday, September 3, 2019. Please bring to class. Failure to have a complete introductory paragraph and one body paragraph will result in a zero for a homework grade.</p> <p>Hybrid Reminder: Vocabulary List 1: Prepare PowerPoint for submission in Week 4-(Due Tuesday September 3, 2019 at 11:59 p.m.).</p>	<p>*1,2,3 **a,c</p>

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 4:</p> <p>September 3</p> <p>September 5</p>	<p>Pronouns/ Rhetorical Analysis/Vocabulary</p>	<p>Tuesday Class: Personal Pronoun PowerPoint and Practice.</p> <p>Hybrid: Submit Vocabulary List 1 PowerPoint on Tuesday, September 3, 2019 at 11:59 p.m.</p> <p>Hybrid: Pronoun Worksheet (Complete and bring to class. (Due Thursday, September 5, 2019).)</p> <p>Hybrid: Complete pronoun practice quiz (Due Tuesday, September 10, 2019 at 9:30 a.m.).</p> <p>Hybrid: Continue drafting rhetorical analysis.</p> <p>Thursday: Class: Pronoun Worksheet Class: APA (Reference provided for speech)</p> <p>Hybrid: Continue drafting rhetorical analysis.</p> <p>Hybrid Reminder: Complete pronoun practice quiz (Due Tuesday, September 10, 2019 at 9:30 a.m.).</p> <p>Hybrid Reminder: Rhetorical Analysis rough draft due Tuesday, September 10, 2019 in class. Students who have the rough draft will be awarded 5 extra points on the final draft. Final Draft is due September 12, 2019, 11:59 p.m.</p> <p>Hybrid Reminder: Find 2 sources using Galileo that supports the working thesis statement for the Argumentative Research Essay. Bring sources with you to class on Thursday, September 12, 2019.</p>	<p>*1,2,3</p> <p>**a,c</p>

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 5:</p> <p>September 10</p> <p>September 12</p>	<p>Pronouns/ APA/ Research</p>	<p>Tuesday Class: Grammar Test 2-Pronouns Class: Rhetorical Analysis Video. Please bring your rough drafts to class and make notes for revisions needed.</p> <p>Hybrid Reminder: Rhetorical Analysis Final Draft due September 12, 2019, 11:59 p.m. Final Draft of assignments are submitted in the Writing Assignments Folder.</p> <p>Hybrid Reminder: Find 2 sources using Galileo that supports the working thesis statement for the Argumentative Research Essay. Bring sources to class on Thursday, September 12, 2019.</p> <p>Thursday Class: APA and Research Hybrid: Watch video on the Argumentative Essay Thesis Statement and develop the thesis statement for the Argumentative Research Essay. Submit the thesis statement to the discussion forum.</p> <p>Hybrid: Discussion Question: Argumentative Research Essay Thesis Statement (Due September 17, 2019 at 11:59 p.m.).</p> <p>Hybrid: Read “Chapter 13: Arguing a Position” (pgs. 157-184) in <i>The Norton Field Guide to Writing with Readings and Handbook</i></p>	<p>*1,2,3 **a,c</p>

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 6:</p> <p>September 17</p> <p>September 19</p>	<p>Annotated Bibliography/References/ Vocabulary</p>	<p>Tuesday Class: Vocabulary Quiz: List 1 Class: Library day- Students should use this day to find 2 more sources for the Argumentative Research Essay. They must evaluate these sources using the CRAAPS Test then begin developing a reference page and annotated bibliography.</p> <p>Thursday Class: Library day-Students should use this day to find more sources for the Argumentative Research Essay. They must evaluate these sources using the CRAAPS Test then begin developing a reference page and annotated bibliography.</p> <p>Hybrid: Vocabulary List 2. Submit Vocabulary List 2 PowerPoint by Tuesday, October 1, 2019 at 11:59 p.m.</p> <p>Hybrid: Review "Chapter 55: APA Style" (pgs.597-626).</p> <p>Hybrid: APA Quiz. Use textbook to complete quiz. APA Quiz (Due September 24, 2019 at 11:59 p.m.</p> <p>Hybrid: Submit Reference List. Dropbox located in Week 8. Reference List due Thursday, October 3, 2019 at 11:59 p.m. The references are for the Argumentative Research Essay. Use your textbook for questions about APA Style (pgs. 597-626).</p> <p>Hybrid: Read Chapters 48-50 in <i>The Norton Field Guide to Writing with Readings and Handbook</i> (pgs. 489-525).</p>	<p>*1,2,3,4 **a,c</p> <p>**Note: Accountability- Students are given time in class and ample time outside of class to work on reference page and annotated bibliography. Please use class time to ask questions for clarity. Do not wait until the deadline to express that you do not understand the assignment.</p>

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 7:</p> <p>September 24</p> <p>September 26</p>	<p>Verbs/Argumentative Essay/ Advertisement Analysis</p>	<p>Tuesday Class: Outlining the Essay Class: Integrating Research</p> <p>Hybrid: Verbs and Tenses PowerPoint</p> <p>Hybrid: Subject-Verb Agreement</p> <p>Hybrid: Verb worksheets (Complete and bring to class Thursday, September 26, 2019 at 9:30 a.m.).</p> <p>Hybrid: Begin outlining your essay. Use the outline template to begin organizing and developing ideas throughout the essay. Feel free to use your research in the outline to develop your ideas. Students can use the template provided to complete their outline.</p> <p>Thursday Class : Developing a Counterargument Class: Review verb worksheets</p> <p>Hybrid: Verb Practice Quiz (Due Tuesday, October 1, 2019 at 9:30 a.m.).</p> <p>Hybrid Reminder: Vocabulary List 2. Submit Vocabulary List 2 PowerPoint (Due Tuesday, October 1, 2019 by 11:59 p.m.).</p> <p>Hybrid Reminder: Reference List. Dropbox located in week 8 (Due Thursday, October 3, 2019 at 11:59 p.m.). Continue to reference and review “Chapter 53: APA Style” (pgs. 597-626).</p>	<p>*1,2,3 **a,c</p> <p>Create outline template and put in week 7</p>

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 8:</p> <p>October 1</p> <p>October 3</p>	<p>Verbs/Research/ Vocabulary</p> <p>** Use class time to ask questions about upcoming deadlines such as the annotated bibliography, reference page, or outline.</p>	<p>Tuesday Class: Review Verb Practice Quiz Class: Grammar Test 3: Verbs Class: Outlining the essay (Instruction)</p> <p>Hybrid Reminder: Submit Reference List. in week 8 (Due Thursday, October 3, 2019 at 11:59 p.m.).</p> <p>Thursday Class: Library Day</p> <p>Hybrid: Argumentative Essay Outline (Due Tuesday, March 5, 2019 at 11:59 p.m.</p> <p>Hybrid: Discussion Question/ Thesis Statement and Evaluation: Argumentative Essay Thesis Statement due Tuesday, March 5, 2019 at 11:59 p.m.</p> <p>Hybrid: Submit Annotated Bibliography and Reference List...drop boxes are located in Week 8 (Due Thursday, February 28, 2019 at 11:59 p.m.)</p>	<p>*1,2,3,4 **a,c</p>

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 9:</p> <p>October 8</p> <p>October 10</p>	<p>Commas/ Vocabulary</p>	<p>Tuesday Class: Vocabulary List 2 Quiz Hybrid: Commas PowerPoint Hybrid: Commas and Conjunction PowerPoint</p> <p>Hybrid: Commas Worksheets(Complete and bring to class Thursday, October 10, 2019).</p> <p>Hybrid: Outline (Due Tuesday, October 15, 2019 at 11:59 p.m.).</p> <p>Hybrid: Commas Practice Quiz (Due Tuesday, October 15, 2019 at 9:30 a.m.).</p> <p>Hybrid: Commas Packet (Complete and bring to class Thursday, October 17, 2019)</p> <p>Thursday Class: Comma Worksheets Class: Working Thesis to an Effective Thesis: Transforming the thesis statement.</p> <p>Hybrid: Discussion Question/ Thesis Statement and Evaluation: Argumentative Essay Thesis Statement due Tuesday, October 15, 2019 by 11:59 p.m.</p> <p>Hybrid: Discussion Question (Due Tuesday, October 15, 2019 at 11:59 p.m.).</p> <p>Hybrid Reminder: Commas Practice Quiz (Due Thursday, October 17, 2019 at 9:30 a.m.).</p> <p>Hybrid Reminder: Submit Argumentative Research Essay Outline Tuesday, October 15, 2019 at 11:59 p.m.</p>	<p>*1,2,3 **a,c</p>

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 10:</p> <p>October 15</p> <p>October 17</p>	<p>Commas/ Semicolon & Colon</p>	<p>Tuesday Comma Review</p> <p>Thursday Class: Commas Test Class: Other Punctuation PowerPoint Class: Semicolon/Colon PowerPoint</p> <p>Hybrid: Begin drafting Argumentative Essay. Use outline to begin the drafting stage of the writing process.</p>	<p>*2,3 **a,c</p>
<p>Week 11:</p> <p>October 22</p> <p>October 24</p>	<p>Nouns/ Vocabulary</p>	<p>Class: Nouns: Possession PowerPoint Class: Nouns: Singular/Plural</p> <p>Hybrid: Vocabulary List 3 PowerPoint</p> <p>Hybrid: Nouns Practice Quiz (Due Tuesday, November 5, 2019 at 9:30 a.m.).</p> <p>Hybrid: Nouns Worksheet (Complete and bring to class on Tuesday, November 5, 2019 at 9:30 a.m.).</p> <p>Thursday Class: Incorporating Sources</p> <p>Hybrid: Incorporating Sources Quiz (Due Tuesday, October 29, 2019 at 11:59 p.m.).</p>	<p>*2,3 **a,c</p>

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 12:</p> <p>October 29</p> <p>October 31</p>	<p>Research/ Writing Process/ Drafting</p>	<p>Tuesday Class: Library Day</p> <p>Hybrid: Incorporating Sources Quiz (Due Tuesday, October 29, 2019 at 11:59 p.m.).</p> <p>Hybrid: Continue drafting Argumentative Essay</p> <p>Thursday Class: Library Day Class: Make-up Day (Day 1)</p> <p>Hybrid: Continue drafting Argumentative Essay</p> <p>Hybrid Reminder: Nouns Practice Quiz (Due Tuesday, November 5, 2019 at 9:30 a.m.).</p> <p>Hybrid Reminder: Nouns Worksheet (Bring to class completed on Tuesday, November 5, 2019 at 9:30 a.m.).</p>	<p>*1,2,3,4 **a,c</p>
<p>Week 13:</p> <p>November 5</p> <p>November 7</p>	<p>Nouns/ APA Review</p>	<p>Tuesday Class: Noun Review</p> <p>Thursday Class: Nouns Test Class: Review Dos and Don'ts of Writing. Review APA format/ Reliable sources</p> <p>Hybrid: Discussion Question (Due Tuesday, November 12, 2019 at 11:59 p.m.).</p> <p>Hybrid: Submit Vocabulary List 3 PowerPoint Wednesday, November 13, 2019 at 11:59 p.m.</p>	<p>*1,2,3,4 **a,c</p>

Date/Week	Content	Assignments & Tests Due Dates	Competency Area
Week 14: November 12 November 14	Argumentative Essay	Tuesday Class: Vocabulary Quiz Class: Argumentative Essay Draft Thursday Class: Library Day Hybrid: Discussion Question: Reflection (Due Tuesday, November 19, 2019 at 11:59 p.m.). Hybrid: Argumentative Essay final draft due Tuesday, November 19, 2019 at 11:59 p.m.	*1,2,3,4 **a,c
Week 15: November 19 November 21	Writing Process/ Revision/ Proofreading and Editing	Tuesday: Class: Make-up Day Class: Final exam tutoring and appointments Thursday Class: Make-up Day	*1,2,3,4 **a,c
November 27-29	Thanksgiving Break	No assignments due during this time.	
Last day of class: December 2 Final Exam Days: December 3 and December 4	Final Exam	Final Exam: Grammar Final Exam: Essay	

******Instructor reserves the right to change the syllabus and/or lesson plan as necessary. ****

Note: Discussion questions are due every Tuesday night. Practice quizzes are normally due on test dates and used as a resource for review prior to testing.

COMPETENCY AREAS

1. Analysis of Writing
2. Revision
3. Research Skills

GENERAL EDUCATION CORE 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.