



ENGL 1010 Fundamentals of English I

COURSE SYLLABUS

Hybrid: 60/40

Fall Semester 2022 (202312)

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Swainsboro/ Building 2, Room 2131

Class Meets: Monday & Wednesday 2:00- 3:20 p.m.

Course Reference Number (CRN): 20267

Preferred Method of Contact: lthomas@southeasterntech.edu

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 a.m. and Tuesday and Thursday 8:00-11:00 a.m.

Phone: 478.289.2219

Fax Number: 478.289.2263

Tutoring Hours: Monday and Wednesday: 10:00 a.m.-12:00 p.m.

Tuesday and Thursday: 9:00-11:00 a.m. & 3:00-5:00 p.m.

This course is taught in a hybrid format. Hybrid courses 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

Albright, S., & Langan, J. (2021). *English skills with readings*. Boston: McGraw-Hill.

Note: This is a loose-leaf textbook. A 3-ring binder will be beneficial for use of this textbook.

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) 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
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 (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 required to complete all assignments on the lesson plan by their due dates to exit the class. 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 get a grade. **Late writing assignments will not be accepted. Writing assignments sent through email will not be accepted.**

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and

Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. 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).

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
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 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 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 deadline.**

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: [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 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, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Tests and assignments must be completed on the assigned date in the course calendar or per the instructor. **Students can make up a test within one week of missing it due to absence.** If the student does not make up the test within one week, a zero will be given 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 for the assignment. 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 the writing assignment to improve the grade. (This applies to one writing assignment only). There are absolutely no make-ups for homework assignments. Homework assignments must be submitted on the date it is due. No homework accepted after the due date. No make-ups available for homework assignments.

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

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.

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:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>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</p>

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
Tests	25%
HW/Quizzes/Discussions	20%
Writing Assignments	30%
Final Exam (Grammar)	10%
Final Exam (Essay)	15%

GRADING SCALE

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

ENGL 1010 Foundations of English
Fall Semester 2022 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1:</p> <p>August 15</p> <p>August 17</p>	<p><i>English Skills with Readings:</i> Chapters 1 and 2</p>	<p>Parts of Speech/ Writing Process</p>	<p>Monday: Syllabus/ Information and Policies Packet/ Classroom Expectations and Procedure/ YouTube: Kid President- Pep Talk Video</p> <p>Hybrid: Complete the Blackboard Orientation and Quiz, Pledge Acknowledgement, Student introduction, COVID Ack (due August 17, 2022 by 11:59 p.m.). Hybrid/Blackboard: Review Plagiarism folder</p> <p>Hybrid: Read syllabus thoroughly and quiz</p> <p>Hybrid/Blackboard: Syllabus Quiz (due Tuesday, August 23, 2022 by 11:59 pm.)</p> <hr/> <p>Wednesday: Class: Review Parts of Speech PowerPoint and notes. Lecture: Take notes in class. Hybrid/Blackboard: Review Parts of Speech PowerPoint and notes. Hybrid: Review Sentence PowerPoint: Fragments and Run-ons Hybrid: Parts of Speech worksheet (due in class on Monday, August 22, 2022- 2:00 p.m.). Hybrid/Blackboard:</p>	<p>1,2,3,5 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			Discussion Question 1 (due Tuesday, August 23, 2022 by 11:59 pm). Hybrid: Read Chapter 1: An Introduction to Writing Hybrid: Read Chapter 2: The Four Bases and the Writing Process	
Week 2: August 22 August 24	<i>English Skills with Readings:</i> Chapters 1, 2, and 8	Writing Paragraphs/ Grammar/ Parts of Speech/ Avoiding run-ons/ Exemplification Paragraph	Monday: Class: Sentences Cont'd/ Fragments and Run-ons Practice: Run-on Sentence/Comma Splice Practice(Grammar Bytes link) Hybrid: Continue to review Parts of Speech and Sentences PowerPoints in Blackboard for quiz on Wednesday. Hybrid: Read Chapter 8 <hr/> Wednesday: Class: Parts of Speech & Sentence Quiz (Wednesday, August 24, 2022). Class: Writing an Effective Paragraph Lecture- Students should take notes. Introduce Exemplification Paragraph assignment Class: Begin drafting Exemplification Paragraph in class. Class/Hybrid- Exemplification paragraph topics: Begin prewriting. Continue prewrite and drafting for homework. Hybrid: Review videos	1,2,3,5 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>and content regarding writing paragraphs. Blackboard: Discussion Question 2: Exemplification Paragraph Topic Sentence (due Tuesday, August 30, 2022, 11:59 p.m.).</p>	
<p>Week 3: August 29 August 31</p>	<p><i>English Skills with Readings:</i> Chapters 2 & 8</p>	<p>Parts of Speech and Sentences/Nouns/Parts of the Paragraph/ Exemplification Paragraph/ APA Format</p>	<p>Monday: Class: Sentences Test Class: Noun PowerPoint Review parts of the paragraph. Continue to work on Exemplification Paragraph (rough draft) due in class on September 7, 2022. Hybrid: Noun (Singular/Plural/Possession) Worksheet (due in class Wednesday, August 31, 2022 completed- 2:00 p.m.). Hybrid/Blackboard: Nouns Practice Quiz due September 5, 2022- 2:00 p.m.</p> <hr/> <p>Wednesday: Class: Parts of the Paragraph Quiz Class: APA format (Lecture and model) Hybrid: Review the APA folder Blackboard: APA Guide Hybrid: Library Project: due in week 8</p> <p>Hybrid: Continue drafting Exemplification Paragraph (rough draft) due in class on September 7, 2022.</p>	<p>1,2,3,5 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>Hybrid: Read Chapter 2 & chapter 8 of <i>English Skills with Readings</i> textbook.</p> <p>Hybrid/ Blackboard: Review Transitions and Meanings. Choose three transitions to use in the Exemplification Paragraph.</p> <p>Hybrid: Begin reviewing Pronoun PowerPoint</p>	
<p>Week 4:</p> <p>September 5</p> <p>September 7</p>	<p><i>English Skills with Readings</i> Chapters 3 ,4, & 8</p>	<p>Exemplification Paragraph/Writing Process/Pronouns</p>	<p>Monday: Class: Pronoun PowerPoint Hybrid/Blackboard: Pronoun Practice Quiz September 7, 2022- 2:00 p.m. Hybrid/Blackboard: Discussion Question 3 (due Tuesday, September 13, 2022- 11:59 p.m.).</p> <hr/> <p>Wednesday: Class: Writer’s Workshop- Students use peer review in class and feedback to revise rough draft. Hybrid: Revise Exemplification Paragraph rough draft. (Final draft due Tuesday, September 13, 2022- 11:59 p.m.).</p>	<p>1,2,3,4,5 a,b,c</p>
<p>Week 5:</p> <p>September 12</p> <p>September 14</p>	<p><i>English Skills with Readings:</i> Chapter 10</p>	<p>Exemplification Paragraph/ Nouns and Pronouns/ Verbs</p>	<p>Monday: Class: Grammar Test 2: Nouns and Pronouns Hybrid: Discussion Question 4: Writing Process (due Tuesday, September 20, 2022 by 11:59 p.m.).</p>	<p>**Directions to submit writing assignment: All writing assignment drop boxes are located in the weekly lessons folder.</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>Wednesday: Class: Verbs PowerPoint-Subject Verb Agreement and Verbs and Tenses Hybrid: Verbs worksheet (due in class on Monday, September 19, 2022- 2:00 pm). Hybrid: Verbs Practice Quiz (due in class on Monday, September 19, 2022- 2:00 pm). Hybrid: Read Chapter 10: Cause or Effect Paragraph</p>	
<p>Week 6: September 19 September 21</p>	<p><i>English Skills with Readings:</i> Chapters 10, 22, & 24</p>	<p>Verbs/Writing Process/Cause or Effect Paragraph</p>	<p>Monday: Class: Introduce Cause or Effect Paragraph Hybrid/ Blackboard: Brainstorming: Discussion Question 5 for Cause or Effect Paragraph (due Tuesday, September 27, 2022 by 11:59 p.m.). Hybrid: Begin prewrite and drafting stages of the Cause or Effect Essay.</p> <hr/> <p>Wednesday: Class: Grammar Test 3: Verbs Hybrid: Begin Reviewing Commas PowerPoint</p>	<p>1,2,3,4,5 a,c</p>
<p>Week 7: September 26 September 28</p>	<p>Commas <i>English Skills with Readings:</i> Chapters 17 & 34</p>	<p>Commas/Essay Writing/Cause or Effect Essay</p>	<p>Monday: Commas PowerPoint Hybrid: Commas Worksheet (due in class completed by 2:00 p.m. Wednesday, September 28, 2022). Hybrid: (Commas Packet) (due in class completed by 2:00 p.m. on Monday, October 10,</p>	<p>1,2,3,5 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>2022). Hybrid: Commas Practice Quiz (due in class completed by 2:00 p.m. on Monday, October 10, 2022).</p> <hr/> <p>Wednesday: Class: Essay Writing Class: General Education Competency Assignment Hybrid: Cause or Effect Essay Assignment Hybrid: Read Chapter 17: Writing the Essay Blackboard: Discussion Question 6 due Tuesday, October 4, 2022- 11:59 p.m.</p>	
<p>Week 8:</p> <p>October 3</p> <p>October 5</p>	<p><i>English Skills with Readings:</i> Chapter 17</p>	<p>Essay Writing/Thesis Statement/Cause or Effect Essay</p>	<p>Monday: Class: Thesis Statement Blackboard: Discussion Question 7 due Tuesday, October 11, 2022- 11:59 p.m. Blackboard: Discussion Question 8 (due Tuesday, October 11, 2022, 11:59 p.m.).</p> <hr/> <p>Wednesday: Class: Essay Writing Workshop Hybrid: Cause or Effect Essay Assignment FD due Tuesday, October 11, 2022 by 11:59 p.m.</p>	<p>1,2,3,5 a,c</p>
<p>Week 9:</p> <p>October 10</p> <p>October 12</p>	<p><i>English Skills with Readings:</i> Chapter 18, 22, 23 & 24</p>	<p>Commas</p>	<p>Monday: Class: Commas Packet Class: Commas Review</p> <hr/> <p>Wednesday: Class: Final Exam Review Blackboard: Reflection Discussion Question (due Tuesday, October 18,</p>	<p>1,2,3,4,5 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			2022, 11:59 p.m.).	
Week 10: October 17 October 19 Last Day of Semester: October 20	<i>English Skills with Readings:</i> Chapter 17- Writing the Essay	Final Exam	Monday: Final Exam (Grammar) <hr/> Wednesday: Final Exam: Essay	1,2,3,4,5 a,c

Note: Discussion questions are due on Tuesday nights. Students have one week to complete them.

Initial post: 150 words or more.

Replies: 100 words or more for each reply. Remember to reply to two other students.

****Initial posts are due weekly on or before **Friday by 11:59pm.**

The replies to others are due weekly on or before **Tuesday, 11:59pm.** With that being said, I would like to see your replies to other students by Monday to give an opportunity for ongoing dialogue before the close of the week on Tuesday.

Deadlines are on various dates, but listed in the course calendar.

COURSE COMPETENCY AREAS

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

- 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

Discussion Board Rubric

Initial Post	50-25	25-0	Score
Initial Post	<p>-This excellent posting reflected that the student read and understood the assigned material.</p> <p>-The posting has a clear purpose: to inform, persuade, or raise an interesting question. It may also provoke conversation or offer an opposing view.</p> <p>-The post meets the word requirement of 200 words and there are no are no proofing or spelling errors.</p> <p>-Post is made early in the assignment period, giving fellow group members plenty of time to reply.</p>	<p>-This posting does not reflect that the student did or understood the reading.</p> <p>-The posting has no apparent purpose other than meeting the assignment requirement. It does not move the conversation forward or offer a reasoned opposing opinion.</p> <p>-There are one or more proofing errors. Post is made at the last minute or late.</p>	
Replies	25-10	10-0	Score
Reply 1	<p>Replies are substantive and reflect that the student read and thought about the assigned reading and additional sources posted by the person they are replying to. The reply moves the conversation forward or makes a reply to a question asked in response to their own posting.</p> <p>Replies are made over several days rather</p>	<p>Replies lack substance and do not reflect any reading or thought about the reading or additional sources.</p> <p>The reply does not move the conversation forward or answer a question presented.</p> <p>Postings are made late on the day the assignment is due so that it is difficult for others to respond.</p>	

Initial Post	50-25	25-0	Score
	than all crammed into the due dates.		
Reply 2	Replies are substantive and reflect that the student read and thought about the assigned reading and additional sources posted by the person they are replying to. The reply moves the conversation forward or makes a reply to a question asked in response to their own posting. Replies are made over several days rather than all crammed into the due dates.	Replies lack substance and do not reflect any reading or thought about the reading or additional sources. The reply does not move the conversation forward or answer a question presented. Postings are made late on the day the assignment is due so that it is difficult for others to respond.	

To make a 100 on the discussion, the following must apply.

All discussion boards must contain **1** initial post and a minimum of **2 replies**. The original post must contain a minimum of **150 words**, and the replies must be a minimum of **100 words each**. The discussion boards will be graded. Grammar does count! **Please proofread all final submissions.**

_____ Points earned
100 Possible Points

Exemplification Paragraph Rubric	Points Possible	Points Earned
<u>Example</u> <ul style="list-style-type: none"> • Examples to support topic sentence • Examples stated clearly • 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 	15	
<u>Topic Sentence</u> <ul style="list-style-type: none"> • States topic • Expresses opinion attitude or feeling • Focused • Restated as 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 • Connecting Words between ideas achieve coherence 	25	
<u>Title</u> <ul style="list-style-type: none"> • Appropriate • Formatted correctly 	10	
<u>Grammar</u> <ul style="list-style-type: none"> • Complete Sentences • Correct use of commas 	10	
A ten-point penalty will be applied if ALL instructions are not followed. <u>Total Points</u>		

Cause or Effect Paragraph		Points Earned
<p>Cause/Effect (Focus)</p> <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	
<p><u>Structure</u></p> <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	
<p><u>Support</u></p> <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	
<p><u>Grammar</u></p> <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>		

Cause or Effect Essay Grading Scale	Points Earned
<p><u>Content (30%)</u></p> <ul style="list-style-type: none"> • Interesting, detailed • Clear Purpose • Well Developed, thorough • Content Relevant to Topic • Focus on either causes or effects (not both) • Explores all causes/effects but chooses only the real ones • 	<p>1 2 3 4 5</p>
X6	
<p><u>Essay & Paragraph Structure (40%)</u></p> <ul style="list-style-type: none"> • Thesis • Introduction • 3 Topic Sentences • 3 Body Paragraphs • Support/Details • Unity & Coherence • Transitions • Conclusion • restated thesis • summary/ closing remarks 	<p>1 2 3 4 5</p>
X8	
<p><u>Grammar/Mechanics (30%)</u></p> <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 	<p>1 2 3 4 5</p>
X6	
<p>A ten-point penalty will be applied if ALL instructions are not followed.</p> <p>Total Points</p>	

