

ENGL 1101
COURSE SYLLABUS
Fall Semester 2022 (202312)

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Campus/Class Location: Building A, Room 318
Class Meets: **T/R 8 9:30-10:45am**
Course Reference Number (CRN): 20274
Preferred Method of Contact: E-Mail

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Dana Price
Office Location: Building A, Room 326
Office Hours: M/W 9:15-11:15am and T/R 2:20-5:30pm
Email Address: dprice@southeasterntech.edu
Phone: 478-289-2236
Tutoring Hours: M/W 2:30-3:30

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/) (<https://catalog.southeasterntech.edu/>).

REQUIRED TEXT

Bullock, R., Bertsch, D., Goggin, M. D., & Weinberg, F. (2022). *The Norton Field Guide to Writing with Readings and Handbook*. (6th ed.). W. W. Norton.

ISBN: 978-0-393-54377-3

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

This course explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. This course also includes an introduction

to library resources and lays the foundation for research. Topics include: writing analysis and practice; revision; and research. Students write research papers using library resources and using a formatting and documentation style appropriate to the purpose and audience.

MAJOR COURSE COMPETENCIES

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

PREREQUISITE(S)

Appropriate degree-level writing (English) placement test score and appropriate degree-level reading placement test score or ENGL 1010.

COURSE OUTLINE

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

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

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

STUDENT REQUIREMENTS

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. Students are responsible for bringing textbooks and supplies, including pencils and pens. Students will not share books.
3. **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 and closes exams and quizzes prematurely.
4. 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.
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, 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](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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 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 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.

EXIT EXAM

The final exam must be taken in person and cannot be exempted. Failure to take the final will result in an F for the course.

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

Since students have one week to complete grammar exams and quizzes, there is no make-up. Blackboard assignments are due on Wednesdays at 11:59 p.m. If Internet browser problems occur, email me. If an exam must be reopened, the student will take the exam on STC campus outside of class time. 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 that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist	Lanie Jonas, Director of Human Resources

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
Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	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 \(www.southeasterntech.edu\)](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
Chapter Activities/Discussion Posts	20%
Quizzes	30%
Writing Assignments	35%
Final	15%

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 Fall Semester 2022(20275) Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><u>Week 1</u> Aug 15</p>	<p>Introduction to the course, syllabus, Blackboard, Part 10:S-1 in <i>The Norton Field Guide to Writing</i>.</p>	<p>In class: Introduction to the class and Blackboard. Instructor lecture on completing a sentence.</p>	<p>All Blackboard assignments are due Wednesday at 11:59 pm est. Assignment boxes will close.</p> <p>Chapter quizzes will be open-book and completed on blackboard outside of class.</p> <p>Due by Wed 8/17: Blackboard: Complete Module 1. How can ENGL 1101 assist you in your career? Complete syllabus quiz.</p>	<p>1 a, c</p>
<p><u>Week 2</u> Aug 22</p>	<p><i>The Norton Field Guide to Writing</i> chapters 5, 6, 7, 8, and part 10: s-2, 3.</p>	<p>Instructor lecture over purpose, audience, genre, and stance. Instructor lecture over sentence fragments, comma splices, fused sentences.</p>	<p>Due by Wed 8/24: Blackboard: Complete Module 2. Chapter 5 and 6 quiz, chapter 7 and 8 quiz. S-2,3 quiz.</p>	<p>1, 2 a, c</p>
<p><u>Week 3</u> Aug 29</p>	<p><i>The Norton Field Guide to Writing</i> Chapters 28, 29, Part 10: s-4, and 5</p>	<p>Instructor lecture over Generating Ideas and Text, Organizing your writing, verbs, and subject/verb agreement.</p>	<p>Due by Wed 8/31: Blackboard: Complete Module 3. s-4, 5 quiz. Chapter 28, 29 quiz.</p>	<p>1, 2 a, c</p>
<p><u>Week 4</u> Sept 5 Sept 5-No Class</p>	<p><i>The Norton Field Guide to Writing</i> Chapter 3 and 30.</p>	<p>Instructor lecture over Summarizing and responding and Drafting.</p>	<p>Due by Wed 9/7: Blackboard: Complete Module 4. Thesis quiz and complete the Summary assignment. Submit in BB.</p>	<p>1, 2, 3, a, c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<u>Week 5</u> Sept 12	<i>The Norton Field Guide to Writing</i> Chapter 31, 32, 33, Part 10: s-6, 7.	Instructor lecture over Assessing your own writing, getting response and revising, and editing and proof reading, pronouns, and parallelism.	Due by Wed 9/14: Blackboard: Complete Module 5. Chapter 31 and 32 quiz. Chapter 33 quiz. S-6, 7 quiz.	1, 2 a, c
<u>Week 6</u> Sept 19	<i>The Norton Field Guide to Writing</i> s-8 and 9, 12, 16, and L-1 and 2	Instructor lecture over coordination, and subordination, Reporting information, Evaluations, and appropriate words, precise words.	Due by Wed 9/21: Blackboard: Complete Module 6. s-8, 9 quiz. Chapter 12 and 16 quiz. L-1, 2 quiz.	1, 2 a, c
<u>Week 7</u> Sept 26	<i>The Norton Field Guide to Writing</i> Chapter 16 cont., 54.	Instructor lecture over creating a proper report and working in APA style correctly.	Due by Wed 9/28: Blackboard: Complete Module 7. Submit the report assignment and complete the first APA quiz.	1, 2, 3 a, c
<u>Week 8</u> Oct 3 Oct 6-No Class	<i>The Norton Field Guide to Writing</i> l-4, 5, 6, and chapters 46, and 47	Instructor lecture over words often confused, prepositions, unnecessary words, getting and start on research, and finding sources.	Due by Wed 10/5: Blackboard: Complete Module 8. L-4, 5, 6 quizzes, chapter 46 quiz, chapter 47 quiz. Find and submit 3 Galileo sources.	1, 2 a, c
<u>Week 9</u> Oct 10	<i>The Norton Field Guide to Writing</i> chapter 50, 51, Part 10 L- 7, 8, and chapter 17.	Instructor lecture over quoting, paraphrasing, and summarizing, acknowledging sources, and adjectives and adverbs, and articles.	Due by Wed 10/12: Blackboard: Complete Module 9. Chapter 50, 51 quiz, l-7,8 quiz, chapter 17 quiz.	1, 2, 3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<u>Week 10</u> Oct 17	<i>The Norton Field Guide to Writing</i> Chapters 17 and 11.	Instructor lecture over Analyzing text and Literary Analyses.	Due by Wed 10/19: Blackboard: Complete Module 10. Complete the Analysis project and submit in BB. Complete chapter 11 quiz.	1, 2, 3 a, c
<u>Week 11</u> Oct 24	<i>The Norton Field Guide to Writing</i> L-9, 10, 11 and p-1, 2, 3	Instructor lecture over Respectful language, pronouns and gender, commas, semicolons, end punctuation.	Due by Wed 10/26: Blackboard: Complete Module 11. Complete L-9,10,11 quiz. Complete P-1, 2, 3 quiz.	1, 2 a, c
<u>Week 12</u> Oct 31	<i>The Norton Field Guide to Writing</i> chapter 66, 18, P-4, 5, 6, 7, 8, 9	Instructor lecture over Memoirs, and quotations, apostrophes, and other punctuation.	Due by Wed 11/2: Blackboard: Complete Module 12. Complete P-4, 5, 6 quizzes. Complete p-7, 8, 9 quizzes. Submit the Memoir assignment.	1, 2 a, c
<u>Week 13</u> Nov 7	<i>The Norton Field Guide to Writing</i> P-10, 11 and chapter 41	Instructor lecture over Abbreviations, Numbers, and Descriptions.	Due by Wed 11/9: Blackboard: Complete Module 13. Submit Description essay. Complete P-10, 11 quiz.	1, 2 a, c
<u>Week 14</u> Nov 14	<i>The Norton Field Guide to Writing</i> Chapters 37, 13, 54 cont.	Instructor lecture over APA, Argument and Arguing a position.	Due by Wed 11/16: Blackboard: Complete Module 14. Chapter 37 quiz. Chapter 13 Quiz. APA final quiz.	1, 2, 3 a, c
<u>Week 15</u> Nov 18	<i>The Norton Field Guide to Writing</i> Chapters 37, 13, 54 cont.	Instructor lecture over the argument paper.	Due by Wed 11/30: Blackboard: Complete Module 15. Continue to draft and revise argument paper. Complete any and all make-up work.	1, 2 a, c
<u>Week 16</u> Dec 5	<i>The Norton Field Guide to Writing</i>		Due by Wed 12/7: Blackboard: Submit argument paper to BB.	1, 2, 3 a, c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Writing Analysis and Practice
2. Revision

3. Research

GENERAL CORE EDUCATIONAL COMPETENCIES:

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

ENGL 1101- Research Essay Rubric

Content & Organization	30%	
Content & Organization: <ul style="list-style-type: none"> • Clearly defined thesis • Clearly defined context/purpose/audience • Specific and relevant details/supporting examples/evidence and data • Adequate Analysis, explanation, and/or discussion 		
<ul style="list-style-type: none"> • Title appropriate and formatted correctly • Appropriate introduction (makes the reader want to read) and conclusion (reflects and supports the thesis) • Organized logically to support argument • Unified paragraphs • Coherent paragraphs • Sensible transitions 		
Sentence Style & Syntax/Diction & Spelling	25%	
Sentence Style & Syntax <ul style="list-style-type: none"> • Sentence structures and beginnings varied • Sentences complex • Transitions between and within sentences 		
Diction & Spelling <ul style="list-style-type: none"> • Accurate diction • Efficient and sophisticated diction • Correct word forms and endings • Correct spelling 		
Grammar & Mechanics	30%	
Grammar & Mechanics <ul style="list-style-type: none"> • No fragments • No fused sentences or comma splices • No tense shifts • Correct subject/verb agreement • Correct pronoun usage and reference • Correct use of commas • Correct use of other punctuation • Correct capitalization 		
Formatting and Citations	15%	
APA Formatting for Paper <ul style="list-style-type: none"> • Running header with last name and page number • Title page formatted correctly • Abstract formatted correctly • References page included • Double-spaced throughout 		
Parenthetical Citations <ul style="list-style-type: none"> • Match Citations • Formatted properly 		

Content & Organization	30%	
References Page <ul style="list-style-type: none">• Text formatted properly with hanging indent• Alphabetized sources		
Notes:	Total Grade	

ENGL 1101- Final Essay Rubric

Content & Organization	40%	
<ul style="list-style-type: none">• Title appropriate and properly formatted• Clearly defined thesis• Appropriate introduction (makes the reader want to read) and conclusion (demonstrates significance)• Specific, vivid, and relevant details/supporting examples• Adequate explanation/narration• Organized logically• Coherent paragraphs• Sensible transitions		
Sentence Style, Syntax, and Diction	20%	
<ul style="list-style-type: none">• Sentence structures and beginnings varied• Sentences complex• Appropriate word use• Transitions between and within sentences		
Grammar & Mechanics	25%	
<ul style="list-style-type: none">• No fragments• No fused sentences or comma splices• No tense shifts• Correct subject/verb agreement• Correct pronoun usage• Correct pronoun reference• Correct use of apostrophes and quotation marks• Correct use of commas• Correct capitalization• Correct spelling		
Creativity & Imagination	15%	
<ul style="list-style-type: none">• Essay is insightful and original• Student shows exceptional imaginative efforts and/or critical thinking.		
Notes:	Total Grade	