



COLL1040 COLLEGE FOUNDATIONS

COURSE SYLLABUS

Online Asynchronous

Fall Semester 2022

Course Taught Fully Online Asynchronously (does not require students to be online at specific dates/times.)
Proctored Event is required.

COURSE INFORMATION

Credit Hours/Minutes: 3/2625 Institutional Credit

Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN):20354

Preferred Method of Contact: tjernigan@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Tina Jernigan

Campus/Office Location: Vidalia/Gillis Building Office 807

Office Hours: 9:00-11:30 a.m. Monday-Thursday. Contact instructor to make an appointment

Email Address: [Tina Jernigan tjernigan@southeasterntech.edu](mailto:Tina.Jernigan@tjernigan@southeasterntech.edu).

Phone: (912) 538-3123

Fax Number: (912) 538-3106

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 https://catalog.southeasterntech.edu/](https://catalog.southeasterntech.edu/)

REQUIRED TEXT



****Note this is what the book cover will look like when searching for the e-book.**

No physical textbook is required. Student can access the e-book from your Cengage account or request a physical book from Cengage. Students will need to purchase a Cengage Unlimited Subscription Access Code in the STC bookstore. Students may purchase a 4-month, 1-year, or 2-year code. **If you already have a Cengage Code and been using it for classes, you do NOT have to purchase another one unless you need to and/or it has expired.

REQUIRED SUPPLIES & SOFTWARE

Supplies can include pencils, pens, paper, notebooks, etc. **Students are required to use Microsoft Applications for this class, specifically Microsoft Word and Excel.** Access to a computer is mandatory! All students have access to Office365, which includes Word, PowerPoint and Excel.

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 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 is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Computer Applications / Technology Skills, Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration.

MAJOR COURSE COMPETENCIES

Topics include: Computer Terminology, Intro to Windows environment, Intro to Internet and Email, Intro to Word Processing Software, Intro to Spreadsheet Software, Getting off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, and Career Exploration

PREREQUISITE(S)

None

COURSE OUTLINE

1. Computer Terminology
2. Intro to Windows Environment
3. Intro to Internet and Email
4. Intro to Word Processing Software
5. Intro to Spreadsheet Software
6. Getting Off to a Good Start
7. Learning & Personality Styles
8. Time & Money Management
9. Stress Management & Wellness
10. Study & Test Taking Skills
11. Communication Skills
12. Career Exploration

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 (ONLINE)

Online courses require students to be academically engaged each week doing course related 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 or receives an "F" (Failing 0-59) in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. **Students are expected to complete all tests**

and assignments by the due dates. Students are required to submit all assigned chapter assignments via the weekly drop boxes, when required to. Students will also be completing assignments via the SAM/MindTap links in the course. Assignments are not accepted late for this class. This includes all assigned work, discussion boards, and/or exams. IF WORK IS NOT COMPLETED BY THE DUE DATES, A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS. Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59pm on Monday of each week. Students are expected to prove weekly academic engagement by meeting assignment deadlines each week during the semester doing the required homework, quizzes, and tests. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course. **Online students are responsible and strongly encouraged to check e-mails and Blackboard announcements daily.**

REMEMBER:

- **Submit all assignments via Microsoft Office applications, No PDFs.**
- **Always use American Psychological Association (APA) formatting (including headings).**
- **Do not plagiarize. All assignments should be completed in your own words.**
- **Submit all assignments as attachments through the provided digital drop box when required to do so. (Assignments submitted in text box will receive a 0.)**
- **Do not submit any written assignment in text-like format. Use standard forms of writing.**
- **It is a good idea to save all your assignments on a jump drive or the student drive.**

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)
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.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course. 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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus. **Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Monday each week.**

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](mailto:dscott@southeasterntech.edu) dscott@southeasterntech.edu 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu) 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 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.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. Students are required to bring a photo ID (STC Student ID, Driver’s License, or Passport) to the proctored event. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College’s requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to make up/reschedule the missed event. The penalty and make up instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times:

Proctored Event is a Final Exam.

Vidalia Campus: Wednesday, December 7, beginning at 3:30 pm

OR

Swainsboro Campus: Thursday, December 8, beginning at 9:30 AM.

Due to limited seating, you MUST sign up for a testing time via the link in the BB course.

***Rooms numbers will be emailed at a later date.**

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

Failure to take the chapter tests or final exam at the end of the semester will result in a grade of zero. No make-up exams are allowed. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam. Assignment due dates are listed on the syllabus. Therefore, you are expected to have the assignment completed by the date that it is due. **There will be NO MAKEUP of Final Exams!**

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 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 on the [Southeastern Technical College Website](http://www.southeasterntech.edu) (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
Exams	40%
Assignments	40%
Proctored Event/Final	20%

GRADING SCALE

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

COLL 1040 College Foundations

Fall Semester 2022 (202312) Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday August 15		First Day of the Semester Introduction to Course, Syllabus, Outline, Rules, Regulations Coverage	Complete the Getting Started items -Pledge Acknowledgement -Student Introduction Discussion Board -COVID Presentation Review -Blackboard Orientation Quiz -Complete New Student Questionnaire -Make contact with instructor via email to reserve spot and intent on completing the class. All are required to stay enrolled in the course. MUST be completed within the first few days of the semester. Due by August 17	
Week 1 August 16-22	Module 1	Module 1: <i>Computer Terminology</i>	Complete all assignments in Module 1 Folder: Computer Terminology Folder.	1 a, c
Week 2 August 23-29	Module 1 Continued	Module 1: <i>Computer Terminology</i>	Continue to complete all assignments in Module 1 Folder: Computer Terminology Folder. <u>Module 1 Assignments due August 29 by 11:59 p.m.</u>	1 a, c
Week 3 August 30- September 5 Labor Day Holiday Mon. Sept. 5	Module 2	Module 2: <i>Introduction to Windows</i>	Complete all assignments in Module 2 Folder: Introduction to Windows <u>Module 2 assignments due September 6 by 11:59 p.m. (extended one day due to holiday Monday, Sept. 5).</u>	2 a, c
Week 4 September 6-12	Module 3	Module 3: <i>Introduction to Internet, Researching on the Internet and Email</i>	Complete all assignments in Module 3 Folder: Introduction to Internet, Researching on the Internet and Email. <u>Module 3 assignments due September 12 by 11:59 p.m.</u>	3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 5 September 13-19	Module 4	Module 4: <i>Introduction to Word Processing Software</i>	Complete All assignments found in Module 4 Folder: Introduction to Word Processing Software. <u>Module 4 assignments due September 19 by 11:59 p.m.</u>	4 a, c
Week 6 September 20-26	Module 5	Module 5: <i>Introduction to Spreadsheet Software</i>	Complete all Assignments in Module 5 Folder: Introduction to Spreadsheet Software <u>Module 5 assignments due September 26 by 11:59 p.m.</u>	5 a, b, c
Week 7 September 27-October 3	Module 6	Module 6: <i>Getting Off to a Good Start</i>	Complete all Assignments in Module 6 Folder: Getting Off to a Good Start Watch all Module Videos Watch Guest Speaker Videos: <ul style="list-style-type: none"> • Helen Thomas • Paul Graham • Leah Dasher 	6 a, c
Week 8 October 4-10	Module 6 Continued	Module 6: <i>Getting Off to a Good Start</i>	Continue to complete all Assignments in Module 6 Folder: Getting Off to a Good Start Watch all Module Videos Watch Guest Speaker Videos: <ul style="list-style-type: none"> • Helen Thomas • Paul Graham • Leah Dasher <u>Module 6 assignments due October 10 by 11:59 p.m.</u>	6 a, c
Week 9 October 11-17	Module 7	Module 7: <i>Learning and Personality Styles</i>	Complete all Assignments in Module 7 Folder: Learning and Personality Styles Watch all Module Videos. <u>All assignments due October 17 by 11:59 p.m.</u>	7 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 10 October 18-24	Module 8	Module 8: <i>Time and Money Management</i>	Complete all Assignments in Module 8 Folder: Time and Money Management. Watch all Module Videos	8 a, b, c
Week 11 October 25-31	Module 8 Continued	Module 8: <i>Time and Money Management</i>	Continue to complete all Assignments in Module 8 Folder: Time and Money Management. Watch all Module Videos <u>Module 8 assignments due October 31 by 11:59 p.m.</u>	8 a, b, c
Week 12 November 1-7	Module 9	Module 9: <i>Stress Management and Wellness</i>	Complete all Assignments in Module 9 Folder: Stress Management and Wellness. Watch all Module Videos <u>All assignments due November 7 by 11:59 p.m.</u>	9 a, c
Week 13 November 8-14	Module 10	Module 10: <i>Studying and Test Taking Skills</i>	Complete all Assignments in Module 10 Folder: Studying and Test Taking Skills Watch all Module Videos. <u>All assignments due November 14 by 11:59 p.m.</u>	10 a, c
Week 14 November 15-21	Module 11	Module 11: <i>Communication</i>	Complete all Assignments in Module 11 Folder: Communication Watch all Module Videos.	11 a, c
Week 15 November 22- December 5 Thanksgiving Holidays Campus Closed Nov. 23 and 24	Module 12	Module 12: <i>Career Exploration</i>	Complete all Assignments in Module 12 Folder: Career Exploration. Watch all Module Videos <u>Module 11 and 12 assignments due December 5 by 11:59 p.m.</u>	12 a, c

December 7 and 8	Proctored Final	Final Exam	Proctored Event is a Final Exam. Vidalia Campus December 7, beginning at 3:30 PM. OR Swainsboro Campus December 8, beginning at 9:30 AM. *Due to limited seating, you MUST sign up for a testing time in the BB course. *Rooms numbers will be emailed at a later date.	1-12 a, c
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COMPETENCY AREAS

1. Computer Terminology
2. Intro to Windows Environment
3. Intro to Internet and Email
4. Intro to Word Processing Software
5. Intro to Spreadsheet Software
6. Getting Off to a Good Start
7. Learning & Personality Styles
8. Time & Money Management
9. Stress Management & Wellness
10. Study & Test Taking Skills
11. Communication Skills
12. Career Exploration

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.

Introspection Paper Assignment RUBRIC

Student _____

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations	Total Points
Critical Thinking/ Analysis	Paper is rich in content. Generates thought provoking questions. Writer shows self-insight and Identifies positive and negative personal traits. Identifies goals and shows direction.	Writing is substantial in content. Shows some insight and analysis has taken place.	Writing is generally competent. Information is thin and commonplace. Writing shows a lack of understanding of self. Little analysis and insight is evident. Writer goes no farther than class discussions	Rudimentary and superficial. No analysis or insight is displayed. Assignment is not understood.	<p>_____ X 10</p> <p>Total _____</p>
Connections	Clear connections to previous or current real life situations. Clear examples were identified and related to personal experiences	Connections are somewhat evident. Some connection with real life situations but not very clear or obvious	Limited connections. Vague generalities	No connections. Off topic	<p>_____ X 4</p> <p>Total _____</p>
Uniqueness	New Ideas. New Connections. Writer clearly expressed insight and formulated new ideas and critical "outside the box" thinking. Personal goals are addressed.	Contains new ideas or insight but lacks depth and/or detail. Writer is unable to elaborate on ideas	Few or no new ideas or connections. No personal connections.	No new ideas. No insight or uniqueness evident	<p>_____ X 3</p> <p>Total _____</p>
Stylistics	1 or 2 grammatical	3-5 grammatical	5 or more obvious	Obvious Grammatical	<p>_____ X 3</p>

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations	Total Points
	or stylistic errors	or stylistic errors	grammatical errors. Errors interfere with discussion content	errors that makes understanding impossible	Total _____
					Total Pts. ___/100

NOTES:

Discussion Board Rubric

All discussion boards **MUST** contain 1 post and a minimum of 2 replies

Original Post must contain a minimum of **100 words**

Replies must contain a minimum of **50 words**

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations
Critical Thinking	Discussion is rich in content. Generates thought provoking questions. Poster shows insight and analysis of subject	Discussion is substantial in content. Shows some insight and analysis has taken place.	Discussion is generally competent. Information is thin and commonplace	Rudimentary and superficial. No analysis or insight is displayed
Connections	Clear connections to previous or current real life situations.	Connections are somewhat evident. Some connection with real life situations but not very clear or obvious	Limited connections. Vague generalities	No connections. Off topic
Uniqueness	New Ideas. New Connections. Discussions are made with depth and detail	Contains new ideas or discussions but lacks depth and/or detail	Few or no new ideas or connections. Discussions rehash or summarize other postings.	No new ideas. "I agree with..." "I like that concept..." Etc.... statements
Timeliness	ALL required postings are completed in advance of deadline. Discussions and replies are completed throughout the discussion to ensure that others have time to read and respond	All required discussions are completed by deadline. Some replies or discussions are not completed in time for others to read and respond	All required discussions are completed at the last minute without allowing time for others to read and respond.	Some or all required postings are missing
Stylistics	1 or 2 grammatical or stylistic errors	3-5 grammatical or stylistic errors	5 or more obvious grammatical errors. Errors	Obvious Grammatical errors that makes

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations
			interfere with discussion content	understanding impossible
TOTALS				
X 4				
Total Pts. ___/100				

NOTES:

Written Assignments- Drop Box

Grade	Description
A = 95	The A paper engages the reader's interest and shows strength of composition: clear, logical ideas; original thought; careful word choice and effective phrasing; no serious errors; and concentration on main purpose, with strong development and support.
B = 85	The B paper shows strength in most areas of composition: a clearly stated central purpose along with logical and adequate development. It includes one (1) serious error. Although showing competence, the B paper lacks the original thought and style that characterize an A paper.
C = 75	The C paper is a satisfactory composition with a worthwhile central development. Although it may be organized clearly and logically, its paragraphs may not be as fully developed as those in a B paper. It may have up to two (2) serious errors. While a C paper may have correction marks on it, it lacks clarity of thought and expression to be considered above average.
D= 65	The D paper indicates below-average achievement in expressing ideas correctly, sensibly, and effectively. A D paper contains three (3) serious errors and fails to present a central idea or to develop it adequately.
F = 55	The F paper may have one or more of the following problems: four (4) or more serious errors in grammar, spelling, punctuation, and sentence structure; missing or vague main idea; incomplete development or lack of specific support, or failure to follow directions.
0	Plagiarism: Copying word-for-word from an outside source of information without giving proper credit.

NOTES: