



**ENGL 1010: Fundamentals of
English I
COURSE SYLLABUS
Spring Semester 2016
Web Enhanced**

Semester: Spring 2016
Course Title: Fundamentals of English I
Course Number: ENG 1010
Credit Hours/ Minutes: 3 / 2250
Class Location: Room 1120 (BLDG)
Class Meets: MW- 11:00-12:15
CRN: 40082
Preferred Method of Contact: OWL Mail

Instructor: Laquanda Thomas
Office Hours: MW: 8-10 & TR: 8-9
Office Location: Rm. 1115-Building 1-Swainsboro
Email Address: lthomas@southeasterntech.edu
Phone: 478.289.2219
Fax Number: 478.289.2263
Tutoring Hours: Monday-Thursday- 3:30-5:00

This course is a web enhanced course. You will be expected to submit assignments via Blackboard and participate in discussion forums.

REQUIRED TEXT: Langan, John. (2015). *English Skills with Readings*. 9th ed. New York, NY: McGraw-Hill.

REQUIRED SUPPLIES & SOFTWARE: flash drive, loose leaf paper and binder, pencils, blue-black pens, and access to Internet and STC's Information Delivery System (IDS).

Note: Although students can use their smart phones and tablets to access the online portion of their 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 complete the online portion of the course.

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: 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 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 OWL mail will not be accepted.**

CELL PHONE POLICY: As STC policy states, 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.

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 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.**

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.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley (478) 289-2274 -- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

Withdrawal Procedure: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

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

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

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Tests and quizzes must be completed on the assigned date in the course calendar or per the instructor. **Students can make up test/quizzes within one week of missing it.** If the student does not make up the test or quiz within the one week period, 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 only applies to one writing assignment). There are absolutely no make ups for homework assignments.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at www.southeasterntech.edu.

GRADING POLICY

Tests	25%
HWA/Quiz	10%
Discussion	10%
Writing Assignments	30%
Grammar final	10%
Essay final	15%

GRADING SCALE

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

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.*

DISCUSSION POSTS: You will be required to complete several discussion posts during the semester. You will submit an initial post for each discussion question with a minimum of 100 words and 2 replies with a minimum of 50 words each. **Your discussions should be a total of 200 words or more.**

***Feedback for writing assignments takes approximately two to three weeks.

		<p>HW: Read chapter 2 & chapter 8</p> <p>HW: Write Exemplification paragraph rough draft. (Wednesday, February 3, 2016)</p>	
Week 4	<p>February 1</p> <p>February 3</p>	<p>Monday: Sentence Quiz APA format (Lecture and model)</p> <p>Wednesday: Library Project Exemplification Paragraph Rough Draft due in class.</p> <p>Peer Review: Exemplification paragraph RD Class: Writers Workshop: Students use peer review in class and feedback to write final drafts.</p>	
Week 5	<p>February 8</p> <p>February 10</p>	<p>Monday: Grammar Test 1</p> <p>Wenesday: Bb: APA Assignment: submit February 7, 2016 by 11:55 pm Bb: Exemplification Paragraph (FD) Submit final drafts in week 5. Submit to BBL drop box Tuesday, February 9, 2016 by 11:55 pm. Bb: Discussion Question 2</p>	<p>*1,2,3,4,5 **a,c</p>
Week 6	<p>February 15</p> <p>February 17</p>	<p>Monday: Noun PowerPoint: Sing/Plur HW: Noun (Singular/Plural)Worksheet (due in class Wednesday completed) Bb: Nouns Practice Quiz</p> <p>Wednesday: Noun PowerPoint (Possession) Cause or Effect Paragraph: begin prewrite activity Bb: Discussion Question 3 HW: Cause or Effect Paragraph Assignment Rough draft due in class Wednesday, February 24, 2016 HW: Read Chapter 10: Cause or Effect Paragraph HW: Noun (Possession) Worksheet (due Monday in class completed)</p>	<p>*1,2,3,4,5 **a,c</p>

Week 7	February 22	Monday: Grammar Test 2: Nouns (Singular/Plural/Possession) Bb: Discussion Question 4	*1,2,3,5 **a,c
	February 24	Wednesday: Pronouns Peer Review: Cause or Effect Paragraph Assignment (RD) due in class	
Week 8	February 29	Monday : Pronoun Antecedent HW: Pronoun Worksheet (due in class Wednesday) Bb: Pronoun Practice Quiz Bb: Cause or Effect Paragraph Final Draft due March 2, 2016 by 11:55 pm.	*1,2,3,5 **a,c
	March 2	Wednesday: Grammar Test 3: Pronouns Compare/Contrast Paragraph Bb: Discussion Question 5 HW: Read Chapter 11: Comparison and/or Contrast HW: Begin drafting Compare/Contrast Paragraph	
Week 9	March 7	Monday: Verbs Bb: Verbs Practice Quiz	*1,2,3,4,5 **a,c
	March 9	Wednesday: Subject-verb Agreement Bb: Discussion Question 6 HW: Verbs Practice worksheet (due in class Monday completed)	
Week 10	March 14	Monday: Essay Writing(Parts of an Essay) Bb: Submit Compare/Contrast Paragraph March 15, 2016 by 11:55 pm. HW: Read Chapter 17: Writing the Essay	*1,2,3,4,5 **a,c
	March 16	Wednesday: Grammar Test 4: Verbs Bb: Cause or Effect Essay Assignment Begin drafting in class	

Week 11	March 21 March 23	Monday: Commas HW: Commas Worksheets (due in Wednesday completed- after SB) Bb: Discussion Question 7 Wednesday: Commas Bb: Commas Practice Quiz Peer Review: Bring Cause or Effect Essay Rough Draft to class March 23, 2016	*1,2,3 **a,c
Happy Spring Break!!! March 28-31			
Week 12	April 4 April 6	Monday: Comma Review/Practice Cause or Effect Activity Why the chicken crossed the road? / The effects of the chicken crossing the road. Bb: Watch Video on five paragraph essay and complete Discussion Question 8 Bb: Discussion Question 9 Wednesday: Review for Commas Test	*1,2,3 **a,c
Week 13	April 11 April 13	Monday: Grammar Test 5: Commas Wednesday: Semi-colons/Colons HW: Semi-colons/ Colons Worksheet (due in class Monday completed) Bb: Cause or Effect Essay Final Draft April 13, 2015 by 11:55 pm	
Week 14	April 18 April 20	Monday: Other Punctuation Bb: Practice Quiz Wednesday: Writing the Exemplification Essay Bb: Exemplification Essay Outline Final Exam topics (Exemplification Essay)	*1,2,3 **a,c

	April 25 April 27	Monday: Make-up Day (Writing Assignment Only) These will be revised in the computer lab during class time. Final Review	*3 **a,c
Week 15	May 2 May 4	Final Exam: Grammar and Essay Bb: Discussion Question 10: Reflection Monday: Grammar Wednesday: Essay	*1,2,3,4,5 **a,c

Discussion questions and grammar practice quizzes are due at the end of each week.

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

***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.

Grading Scale –Exemplification Paragraph	
<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
<p style="text-align: center;">A ten-point penalty will be applied if ALL instructions are not followed. <u>Total Points</u></p>	

Cause/Effect Paragraph	
<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>	

<u>Grading Scale – Compare/Contrast Paragraph</u>	
<p><u>Compare/Contrast</u></p> <ul style="list-style-type: none"> • Either Compares or Contrasts (not both) • Meaningful comparison or contrast • Interesting comparison or contrast • Developed thoroughly • Uses transitions to enhance meaning between ideas 	25
<p><u>Structure</u></p> <ul style="list-style-type: none"> • Begins with topic sentence that states 	25

<p>whether paragraph is comparison or contrast</p> <ul style="list-style-type: none"> • Supporting sentences limit and focus the main idea • Uses point-by-point or side-by-side organization throughout paragraph • Explanations and details well-developed • Closing sentence reflects topic sentence and provides closure 	
<p><u>Support</u></p> <ul style="list-style-type: none"> • All examples and explanations relate to main point (unity) • Examples are clear (clarity) • Transitional between ideas in details to 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 capitalization 	25
<p>A ten-point penalty will be applied if ALL instructions are not followed.</p> <p><u>Total Points</u></p>	

Five-Paragraph Essay Grading Scale English 1010	
<u>Content (30%)</u> <ul style="list-style-type: none"> • Interesting, detailed • Clear Purpose • Well Developed, thorough • Content Relevant to Topic 	1 2 3 4 5
X6	
<u>Essay & Paragraph Structure (40%)</u> <ul style="list-style-type: none"> • Thesis • Introduction • 3 Topic Sentences • 3 Body Paragraphs Support/Details for T.S. Unity & Coherence • Transitions • Conclusion restated thesis summary closing remarks 	1 2 3 4 5
X8	
<u>Grammar/Mechanics (30%)</u> <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 	1 2 3 4 5
X6	
A ten-point penalty will be applied if ALL instructions are not followed. Total Points	

5 = Exceeds expectations

- 4 = Meets expectations
- 3 = Adequate performance
- 2 = Needs Work
- 1 = Inadequate

Spring Calendar
English 1010: Fundamentals of English

Due Dates

Use these dates as a map for the course. These dates can help you plan for assignments and organize the due dates around important personal events, other courses, and other course assignments. There is only one chance to make up a writing assignment in this course; therefore, I would suggest that you use this calendar to plan ahead. This schedule is subject to change as seen fit by the instructor.

Wednesday, January 13, 2016 by 11:55 pm: Syllabus Quiz. **(Blackboard)**

****Monday, January 18, 2016:** Student Holiday

Wednesday, January 25, 2016: Parts of Speech Quiz.

Monday, January 25, 2016: Grammar Bytes Worksheets (In class)

Monday, February 1, 2016: Sentence Quiz.

Wednesday, February 3, 2016: Exemplification Paragraph (RD) due in class.

Monday, February 8, 2016: Grammar Test 1: Parts of Speech and Sentences.

Tuesday, February 9, 2016 by 11:55 pm: Exemplification Paragraph (FD) due in **Blackboard**.

Monday, February 22, 2016: Grammar Test 2: Nouns.

Wednesday, February 24, 2016: Cause or Effect Paragraph RD due (In class).

Wednesday, March 2, 2016 by 11:55 pm: Cause or Effect paragraph (FD) due in **Blackboard**.

Wednesday, March 2, 2016: Grammar Test 3: Pronouns

Tuesday, March 15, 2016 by 11:55 pm: Compare or Contrast paragraph FD in **Blackboard**.

Wednesday, March 16, 2016: Grammar Test 4: Verbs

Wednesday, March 23, 2016: Cause or Effect Essay (In class).

Monday, April 11, 2016: Grammar Test 5: Commas

Wednesday, April 13, 2016 by 11:55 pm: Cause or Effect Essay final draft is due in **Blackboard**

Wednesday, April 20, 2016 by 11:55 pm: Exemplification Essay Outline in **Blackboard**.

Monday & Wednesday, April 25 & 27, 2016: Make up day for writing assignments. **(Computer Lab)**

May 2: Final Exam: Grammar

May 4: Final Exam: Essay

Discussion Questions (10)