



**COLL 1040 COLLEGE FOUNDATIONS
COURSE SYLLABUS
Hybrid
Spring Semester 201914**

COURSE INFORMATION

Credit Hours/Minutes: 3/2625
Class Location: Room 405 Main Campus-Vidalia
Class Meets: 40% Online / 60 % face to face on Wednesday Nights 6:00pm-8:50pm
Course Reference Number (CRN): 40104
Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Stacy Freeman
Adjunct College Email Address: [Stacy Freeman \(sfreeman@southeasterntech.edu\)](mailto:sfreeman@southeasterntech.edu)
Campus/Office Location: Vidalia Main Campus. Room 327
Office Hours: Monday – By Appointment
Phone: 912-538-3173
Fax Number: 912-538-3156

Instructor Name: Casandra Hardy
Adjunct College Email Address: [Casandra Hardy \(chardy@southeasterntech.edu\)](mailto:chardy@southeasterntech.edu)
Campus/Office Location: Vidalia Main Campus. Room 418
Office Hours: Monday – By Appointment
Phone: 912-538-3173
Fax Number: 912-538-3156

Full Time Instructor Name: David Standard
Email Address: [David Standard \(dstandard@southeasterntech.edu\)](mailto:dstandard@southeasterntech.edu)
Campus/Office Location: Vidalia Main Campus. Room 418
Phone: 912-538-3173
Fax Number: 912-538-3156
Tutoring Hours: Thursday 4:30pm-5:30pm

This course is taught in a hybrid format. Hybrid classes require students to complete 60% of the required contact hours traditionally by attending classes on campus while completing the remaining 40% 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 \(http://www.southeasterntech.edu/student-affairs/catalog-\)](http://www.southeasterntech.edu/student-affairs/catalog-)

handbook.php).

REQUIRED TEXT

College 1040, College Foundations. **Beskeen, Cram, Duffy, Freidrichsen and Reding** Cengage. (Bookstore Purchase Only)

REQUIRED SUPPLIES & SOFTWARE

Supplies can include pencils, pens, paper, notebooks, etc. **Students are required to use Microsoft Applications for this class, specifically Microsoft Word.** 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 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 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:

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 are expected to complete all tests and assignments by the due dates. NO assignments will be accepted after due dates and a grade of 0 will be assigned for all incomplete work. COLL1040 instructor requires students to submit all assignments through the Blackboard learning systems. Exams will be taken on Blackboard within the classroom and outside of class. Students are required to submit all work in **Microsoft Word**. Blackboard assignments including essays, discussion boards, and drop box submissions which are not submitted through **Microsoft Word** will not receive credit. Instructor requires **all assignments in American Psychological Association (APA) format and submitted via Blackboard.** **Assignments are to be submitted through Digital drop box or discussion boards only!**

REMEMBER:

1. Submit all assignments in a Word document.
2. Always use APA formatting (including headings).
3. Do not plagiarize. All assignments should be completed **in your own words**.
4. Submit all assignments as **attachments** through the provided digital drop box. (Assignments submitted in text box will receive a 0.)
5. 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 R-drive.

EVERFI: Southeastern Technical College has partnered with **EverFi**, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention and financial literacy, in higher education institutions across the country. This is a **Mandatory requirement for this course. Failure to complete will result in an F for the course.** The live dates for EVERFI are located on your syllabus. Please locate the EVERFI folder in Blackboard and follow directions.

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 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: [Macy Gay mgay@southeasterntech.edu](mailto:Macy_Gay_mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas_hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:Macy_Gay_mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas_hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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" is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" or "WF" for the semester. 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.

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...)

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 at the beginning of class on the date that it is due. **There will be NO MAKEUP of Final Exams!**

NOTE: Students who have **NO absences** and **NO tardies** will be allowed to exempt the final exam. Students who have absences that are excused under STC's attendance policy are not excused to exempt the final exam—**no exceptions!**

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. First Offense

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

2. Second Offense

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

3. Third Offense

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

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This 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).

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 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) 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
Exams	40%
Assignments	40%
Final	20%
Final Exempt Grading	
Exams	70%
Assignments	30%

GRADING SCALE

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

COLL 1040 COLLEGE FOUNDATIONS

Spring Semester 201914 Lesson Plan

Date/Week	Chapter/Lesson	Content-In Class	Assignments & Tests Due Dates / Hybrid	Competency Area
<p>Week 1 January 9</p>	<p>Computer Book COLL1040- College Foundations Module 1 & 2</p>	<p>Introduction to Course— Syllabus, Outline, Rules, Regulation Coverage, Remind 101 STC policies and Procedures Intro to Blackboard EVERFI</p> <p>Complete Modules 1 & 2 In Class: M1- Independent Challenge 1-Computer Concepts. In Class: M1-Independent Challenge 2-Computer Concepts In Class: M2-Skills Review Windows In Class: M2- Independent Challenge 3- Windows In Class: M2-Office 2016- PowerPoint</p>	<p>Log on to Blackboard and read orientation. Hybrid: Start Here- STC Pledge Acknowledgement Quiz (Located in getting started). Hybrid: Student Introduction Discussion Board- (Located in getting started) Hybrid: Complete New Student Questionnaire- Print syllabus and lesson plan. Become familiar with contents of Blackboard. Hybrid: M1-Computer Concepts Exam. Hybrid: Complete online orientation and take Quiz- You must pass the quiz before you may proceed with this course. ALL Assignments Due: January 16 by 11:55pm</p>	<p>1, 2, 3 a, b, c</p>

Date/Week	Chapter/Lesson	Content-In Class	Assignments & Tests Due Dates / Hybrid	Competency Area
Week 2 January 16	Computer Book COLL1040- College Foundations Modules 3-5	<p>Complete Modules 3 - 5</p> <p>In Class: M4-Skills Review-Word</p> <p>In Class: M4-Visual Workshop-Word page 136</p> <p>In Class: M4-Visual Workshop-Word page 188</p> <p>In Class: M5-Skills Review-Excel</p> <p>In Class: M5-Independent Challenge 3- Excel</p> <p>In Class: M5- Independent Challenge 2</p> <p>Guest Speaker: Leah Dasher, Director of Library Services</p> <p>EVERFI is Live- January 16</p>	<p>Hybrid: M3-Exam Researching</p> <p>Hybrid: M3-Research Project Drop Box</p> <p>Hybrid: M3-APA reference Quiz</p> <p>Hybrid: Watch Module 3-5 Videos</p> <ul style="list-style-type: none"> • Online research: Tips for Effective Search Strategies • GALILEO • Office 365 • Quick guide to plagiarism • Beginners guide to Microsoft Word • Beginners guide to Excel <p>Complete EVERFI</p> <p>All Assignments Due: January 23 by 11:55pm.</p>	4,5,6 a, b, c
Week 3 January 23	Module 6 Guest Speakers	<p>Complete Module 6</p> <p>In Class: Lecture Grit</p> <p>Guest Speakers:</p> <p>Paul Graham: Director of IT services</p> <p>Helen Thomas: Special Needs Specialist</p>	<p>Hybrid: Scavenger Hunt Quiz</p> <p>Hybrid: Introspection Paper.</p> <p>Hybrid: Grit-Power of Perseverance Discussion Board</p> <p>All Assignments Due: January 30 by 11:55pm</p>	6 a, c

Date/Week	Chapter/Lesson	Content-In Class	Assignments & Tests Due Dates / Hybrid	Competency Area
Week 4 January 30	Module 7	<p>Complete Module 7 In Class: Lecture Learning by Doing Discovering your Learning Style</p> <p>Guest Speakers: Mitchell Fagler: Director of Financial aid / Executive Director of Student Affairs Karen Vereen: Registrar</p>	<p>Hybrid: Exam: Getting off to a Good Start</p> <p>Hybrid: M7- Learning Memory Discussion Board</p> <p>Hybrid: Watch Module Videos:</p> <ul style="list-style-type: none"> • How to triple your memory • Techniques to Enhance Learning and Memory <p>All Assignments Due: February 6 by 11:55pm</p>	7 a, b, c
Week 5 February 6	Module 8	<p>Complete Module 8 In Class: Lecture: <i>Time and Money Management</i></p>	<p>Hybrid: Exam: Time and Money Management</p> <p>Hybrid: Time Management Discussion Board</p> <p>Hybrid: -Budget Spreadsheet</p> <p>Hybrid: Watch Module Videos:</p> <ul style="list-style-type: none"> • Financial Literacy parts 1 & 2 • Darryl Cross- Time Management Quadrants • Stephen Covey-Big Rocks <p>All Assignments Due: February 13 by 11:55pm</p>	8
Week 6 February 13	Module 9	<p>Complete Module 9 In Class: Lecture: <i>Wellness & Stress Management</i></p>	<p>Hybrid-Exam: Wellness and Stress Management</p> <p>Hybrid- Fake it til You make it Discussion Board.</p> <p>All Assignments Due: February 20 by 11:55pm</p>	9 a, b, c

Date/Week	Chapter/Lesson	Content-In Class	Assignments & Tests Due Dates / Hybrid	Competency Area
Week 7 February 20	Module 10	<p>Complete Module 10</p> <p>In Class Lecture: <i>Studying Smart</i> <i>Taking Notes in Class</i> <i>Mastering Tests</i></p>	<p>Hybrid-Exam: Studying Smart and Notetaking</p> <p>Hybrid-Exam: Mastering Tests</p> <p>Hybrid- Ten rules of Test Taking</p> <p>Hybrid- Cornell Note Taking & Mind Mapping discussion Board.</p> <p>Hybrid- Test Taking discussion Board.</p> <p>Watch Module Videos:</p> <ul style="list-style-type: none"> • Study LESS Study Smart • LBCC- Memory Tricks <p>EVERFI (Part 2)</p> <p>All Assignments Due: February 27 by 11:55pm</p>	10 a, b, c
Week 8 February 27	Module 11	<p>Compete Modules 11 & 12</p> <p>In Class: Lecture: <i>Communication</i></p>	<p>Hybrid-Exam: Communication</p> <p>Hybrid-Body Language-Power of the Handshake- Discussion Board</p> <p>Watch Module Video:</p> <ul style="list-style-type: none"> • 10 ways to have a better conversation <p>All Assignments Due: March 6 by 11:55pm</p>	11 a, b, c
Week 9 March 6	Module 12	<p>Module 12 Continued</p> <p>Class: Lecture/Discussion <i>Goals and Career Exploration.</i> <i>Course Wrap up</i></p>	<p>Hybrid -Randy Pausch Discussion Board</p> <p>Hybrid-Goals/UGA Speech</p> <p>All Assignments Due: March 13 by 11:55pm</p>	12 a, b, c

Date/Week	Chapter/Lesson	Content-In Class	Assignments & Tests Due Dates / Hybrid	Competency Area
Week 10 March 13	FINAL	FINAL EXAM	Final Exam in Class March 13	1-12 a, b, c

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

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>

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations	Total Points
Stylistics	1 or 2 grammatical or stylistic errors	3-5 grammatical or stylistic errors	5 or more obvious grammatical errors. Errors interfere with discussion content	Obvious Grammatical errors that makes understanding impossible	<p>_____ X 3</p> <p>Total _____</p>
					Total Pts. ____/100

NOTES:

Discussion Board Rubric

Instructor: David Standard

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

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations
Stylistics	1 or 2 grammatical or stylistic errors	3-5 grammatical or stylistic errors	5 or more obvious grammatical errors. Errors interfere with discussion content	Obvious Grammatical errors that makes understanding impossible
TOTALS				
X 4				
Total Pts. ___/100				

NOTES:

Written Assignments- Drop Box

Standard

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: