



**ENGL 00903 Learning Support English
COURSE SYLLABUS
Spring Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 3 / 2250
Class Location: Room 318, Main Building, Vidalia Campus
Class Meets: Tuesday & Thursday, 11:00 a.m. – 12:15 p.m.
Course Reference Number (CRN): 40113

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Ray Delva
Office Location: Room 316, Main Building, Vidalia Campus
Office Hours: Mondays 1:45 PM – 3:45 PM & by appointment
Email Address: [Ray Delva rdelva@southeasterntech.edu](mailto:Ray.Delva@southeasterntech.edu)
Phone: 912-538-3211
Fax Number: 912-538-3156
Tutoring Hours (if applicable): Tuesdays 2:00 PM – 4:00 PM

REQUIRED TEXT

Sramek, M. (2009). *The Great Grammar Book, 2nd Edition*. Asheville, NC: Arch Press. ISBN: 978-0-9841157-4-7

REQUIRED SUPPLIES & SOFTWARE

- Access to Internet - if you wish to work on assignments away from the STC campus
- Access to Blackboard and Student Owl Mail

COURSE DESCRIPTION

This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students will progress at their own pace to master each module.

MAJOR COURSE COMPETENCIES

Module 1 – Basic Skills
Module 2 – Basic Punctuation and Sentence Structure
Module 3 – Sentence Structure, Grammar, Syntax
Module 4 – Paragraph Writing
Module 5 – Essay Writing

PREREQUISITE(S)

None

COURSE OUTLINE

1. Basic Skills
2. Basic Punctuation and Sentence Structure
3. Sentence Structure, Grammar, Syntax
4. Paragraph Writing
5. Essay Writing.

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 are expected to complete all assignments by the due dates. Late assignments will NOT be accepted unless an exception is made by the instructor. Students are required to submit all writing assignments in **American Psychological Association (APA)** style via the digital drop boxes for each assignment. Students are responsible for policies and procedures included in the STC Catalog and Handbook. Students are responsible for checking e-mails and Blackboard course announcements daily.

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 in ENGL 00903 will be withdrawn by an instructor for attendance. If you are withdrawn from ENGL 00903, you will also be withdrawn from ENGL 1101. 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.

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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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" (Withdrawn) 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" (Failing 0-59)M: 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...)

Contact the ENGL 1101 instructor to discuss a schedule to complete any missed assignments.

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	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia

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
Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@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 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
In-Class Writing Assignments	100%

CO-REQUISITE STUDENTS

For ENGL 00903, students will be awarded the grade earned in ENGL 1101.

GRADING SCALE

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

ENGL 00903 Learning Support English Spring Semester 2018 Lesson Plan

Week/Date	Content	Assignments	Competency Area & General Core Educational Competencies
Week 1	Introduction to ENGL 00903	<p>Student Acknowledgement packet</p> <p>Students will complete assignments from the textbook.</p>	1, 2, 3 a, b, c
Week 2	Understanding Grammar Basics	<p>Topics this week will include identifying the basic parts of speech, understanding pronouns, and identifying the various types of phrases and clauses.</p> <p>Students will complete in-class assignments from the textbook.</p>	1, 2, 3 a, b, c
Week 3	Understanding Grammar Basics and Punctuation	<p>Topics this week will include sentence structure, identifying appropriate pronoun usage, and avoiding fragments.</p> <p>Students will also learn the different circumstances that require the use of a comma. Students will complete in-class assignments from the textbook.</p>	1, 2, 3 a, b, c
Week 4	Essay Preparation	<p>Students will be taught the importance of research and various techniques on gathering data.</p> <p>Students will also learn how to cite research and create a citation page.</p>	1, 2, 3 a, b, c
Week 5	Practice Investigative Writing	Students will practice investigative writing in class.	1, 2, 3 a, b, c
Week 6	Peer-Review Editing	Students will be taught the fundamentals of peer-editing and engage in peer-review in class.	1, 2, 3 a, b, c
Week 7	Common Writing Errors	Topics this week will include making pronouns and antecedents agree and identifying relative pronouns in non-defining clauses.	1, 2, 3 a, b, c

Week/Date	Content	Assignments	Competency Area & General Core Educational Competencies
		Students will complete in-class assignments from the textbook.	
Week 8	Practice Argumentative Essay	Students will practice argumentative writing in class.	1, 2, 3 a, b, c
Week 9	Common Writing Errors	Topics this week will include faulty parallelism and identifying misplaced or dangling modifiers. Students will complete in-class assignments from the textbook.	1, 2, 3 a, b, c
Week 10	Language Usage and Style	Topics this week will include vocabulary development, complex sentences, and sentence variety. Students will complete in-class assignments from the textbook.	1, 2, 3 a, b, c
Week 11	Spring Break	Spring Break	1, 2, 3 a, b, c
Week 12	Language Usage and Style	Topics this week will include conciseness, figurative language, and placing emphasis within student writing. Students will complete in-class assignments from the textbook.	1, 2, 3 a, b, c
Week 13	Practice Argumentative Essay	Students will practice argumentative writing in class.	1, 2, 3 a, b, c
Week 14	Language Usage and Style	The focus of this week will be on eliminating wordiness in student writing. Students will complete in-class assignments from the textbook.	1, 2, 3 a, b, c
Week 15	Finals	Students will complete an argumentative research essay as a comprehensive final assignment.	1, 2, 3 a, b, c
			1, 2, 3 a, b, c

COMPETENCY AREAS

1. Basic Skills
2. Basic Punctuation and Sentence Structure

3. Sentence Structure, Grammar, Syntax
4. Paragraph Writing
5. Essay Writing

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.