



ENGL 1010 COURSE SYLLABUS SPRING Semester 2017

Semester: SPRING 2017

Course Title: Fundamentals of English I

Course Number: ENG 1010

Credit Hours/ Minutes: 3 / 2250

Class Location: Room 319

Class Meets: Tuesdays, 6:00p.m. – 8:50 p.m.

CRN: # 40129

Semester: January 9, 2017 – April 27, 2017

Instructor: Dr. Millie Perry

Email Address: mperry@southeasterntech.edu

Daytime Instructor: Charlotte Matthews

Email Address: CMathews@southeasterntech.edu

Office Location: Rm. 314, Main Building, Vidalia Campus

Phone: 912-538-3211 or 538-3100 (leave message)

Fax Number: 912-538-3156

Tutoring Hours: By appointment

REQUIRED TEXT: Langan, John. (2012). English Skills with Readings. New York, NY: McGraw-Hill.

REQUIRED SUPPLIES & SOFTWARE: flash drive, loose-leaf paper, 1 ½ inch 3-ring binder, pencils, blue or black ink pens, and access to Internet and STC's Information Delivery System (IDS).

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: Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills; research skills; oral communication skills.

PREREQUISITE(S): ENGL 0097 OR Appropriate Placement Test Score AND READING 0097 – 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.
4. The ability to utilize basic computer skills.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS: To pass the class, students are required to complete ALL assignments in the course calendar and per the instructor's instructions. Work turned in late will be penalized. Late assignments will receive a grade of zero until turned in. All assignments must be turned in by paper copy on the night of class that they are due. Writing assignments turned in by any other method will not be accepted.

COMPUTER PROBLEMS: If you experience problems with your computer, it is YOUR responsibility to make arrangements to keep up with the assignments via another computer. Having computer problems is NOT an acceptable reason for an assignment to be late. The computers and the printers in the library at STC, the computer lab in the Gillis building room 802, the Student Success Lab, or the computers at the public libraries are also available for your use.

STC ATTENDANCE POLICY: It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time as noted on each syllabus will receive a "W" for the course if removed from the course on or before midterm. After the semester midterm, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than the required scheduled instructional time as stated on each course syllabus. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course. Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course involved.

TRADITIONAL ATTENDANCE ADDENDUM: For this class, which meets one day a week for 15 weeks, the maximum number of days a student may miss is two days during the semester.

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 documented special needs may be provided with an individualized Instructional Plan with specifications for scheduled instructional time. It is the student's responsibility to inform the Special Needs Specialist as students and instructors are required to have documented evidence prior to receiving or allowing special accommodations. See the STC Catalog and Student Handbook, Student Affairs section for further information regarding special needs.

SPECIAL NEEDS ADDENDUM: 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 2105 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Tests and assignments must be completed on the assigned date in the course calendar or per the instructor. All missed quizzes will be made up on the 14th night of class. Extra credit work to increase a grade will NOT be given.

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 NONDISCRIMINATION: 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: For information regarding Angel, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <http://www.southeasterntech.edu>.

GRADING POLICY

Tests	30%
Writing Assignments	50%
Grammar Final	10%
Essay Final	10%

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.*

CELL PHONE POLICY: 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 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.