



**ENG 1010**  
**Fundamentals of English**  
**COURSE SYLLABUS**  
**Online**  
**Spring Semester 2016**  
**Mini-mester A**

**Semester:** Spring 2016  
**Course Title:** Fundamentals of English  
**Course Number:** ENG 1010  
**Credit Hours/ Minutes:** 3/2250  
**Class Location:** GVTC/Blackboard  
**Class Meets:** Via Internet / 7.5 weeks.  
**CRN:** #40136  
**Preferred Method of Contact:** Email

**Instructor:** P. Frost  
**Office Hours:** By appointment  
**Office Location:** Main Building, Room 407  
**Email Address:** pfrost@southeasterntech.edu  
**Phone:** 912.538.3163  
**Fax Number:**  
**Tutoring Hours:** By appointment or email

**REQUIRED TEXT:** Langan, J.(2014). English skills with readings (9<sup>th</sup> ed.).Boston: McGraw-Hill. ISBN # 978-0-07-351356-0.

**REQUIRED SUPPLIES & SOFTWARE:** Jump drive, access to Internet, and access STC's Information Delivery System (IDS). Students are required to use Microsoft Applications for this class, specifically Microsoft Word.

**\*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.

**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 communications skills. Homework assignments reinforce classroom learning.

**MAJOR COURSE COMPETENCIES:** Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills; research skills; oral communications skills.

**PREREQUISITE(S):** ENG 097- English II OR Appropriate Placement Test Score AND READ 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:

- 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.
- d. The ability to utilize basic computer skills.

**STUDENT REQUIREMENTS (Online):** Students are expected to complete all assignments by the due dates. Assignments are due by Monday by 8:00 p.m. of the following week. For example, Week 3's assignments should be submitted by Monday at 8:00 of Week 4. Tests are made available at 8:00 p.m. on Thursdays and are available until Monday nights 8:00 pm. Assignments must be completed by the assigned dates or per the instructor. Students are required to submit all assignments in APA Style via the digital drop boxes for each assignment. Students are responsible for policies and procedures included in the STC E-Catalog. Students are responsible for checking e-mails and ANGEL announcements daily. Read instruction documents under Coursework tab in ANGEL if you have any further questions about course content, expectations, or due dates.

**DISCUSSION BOARDS:** For DBs, students should submit a grammatically correct 100-word post plus two response posts of atleast 50 words apiece in order to receive full credit.

Additionally, all online students are required to attend either the Vidalia campus or the Swainsboro campus at an assigned time for a proctored event. Please see **PROCTORED EVENT REQUIREMENT** below for details.

**ONLINE ATTENDANCE PROCEDURE:** 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 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 one week to complete assignments and four days to submit a test. All assignments are due at 8:00 pm on the following Monday of each week. For example, Week 3's assignments should be submitted by Monday at 8:00 of Week 4. Exceptions to the due dates of assignments 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.

**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 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.

**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. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. 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 further 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, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Tues., Feb. 16th 3:00-5:00, Main Bldg., Room 405 and Swainsboro Campus,**

**Wed., Feb. 17th 1:30-3:30, Room tba.**

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): (Tests, quizzes, homework, projects, etc...):** *Assignments* are due on Mondays by 8:00 p.m. of the following week. *Tests* are made available at 8:00 p.m. on Thursdays and are available until Monday nights 8:00 pm. Assignments must be completed by the assigned dates or per the instructor. **Extra credit work to increase a grade will not be given.** If a student misses a test during a week, a grade of zero will be assigned. Only students with extenuating circumstances (who contact the instructor during the week of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero. Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken as soon as possible. Failure to follow this procedure will result in a grade of zero.

**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.

## **Academic dishonesty includes the following:**

**Collusion** (obtaining help from someone else with your writing except during peer review) and **other forms of cheating**, such as cheating on tests or quizzes, will result in a zero on the assignment.

**Plagiarism will result in a grade of “0” for the assignment—no exceptions.** You've committed plagiarism if you've done one of the following in preparing an essay, report, or assignment:

- Used three or more consecutive words written by another person without putting quotes around the words
- Used several consecutive sentences written by another person, changing the words only slightly to keep it from being an exact quote
- Created a "mosaic" of other people's words, sentences, and paragraphs from a variety of sources
- Used someone else's ideas without citing that person as the original thinker
- Turned in a paper written in part or in whole by someone else

Plagiarism is the most serious form of academic dishonesty and can result in expulsion from a college or university.

**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 on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb vis the mySTC portal or by clicking the Current Students link on the STC website at <http://www.southeasterntech.edu>.

**GRADING POLICY**

Tests	25%
Writing Assignments	30%
Quizzes/DB/Other	10%

*Grammar Final	20%
Essay Final	15%

(\*Proctored Event is required to pass.)

**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.*

**\*\* Instructor reserves the right to modify plans as she deems necessary.**

## ONLINE Spring 2016

Date	Chapter / Lesson	Content	Assignments Tests	*Competency Area **Gen. Ed. Competency
<b>Week 1</b> <b>Jan 11-14</b>	Ch. 18 Ch 20 Ch. 21	Introduction to Course Syllabus STC Policies Blackboard Workshop  Diagnostic Test  Subjects and Verbs Fragments Run-ons	<p>Attend one of the BLACKBOARD sessions for Spring. <b>Vidalia Campus: Two Days Available: 1) Wed., Jan. 6 at 4:00 p.m., in lab 809 in the Gillis Medical Building, and 2) Thurs., 7 at 5:00 p.m., in the same location.</b> Tina Jernigan will hold an orientation on mySTC, BLACKBOARD, Owl Mail, and other helpful topics. Although optional, ALL students new to online learning are encouraged to attend.</p> <p><b>Swainsboro Campus: Two Days Available: 1) Wednesday, May 20 at 3:00 p.m., in Math Lab Room 6218 in Building 6, The Larry Butch Parrish Building, and 2) Tuesday, May 26 at 3:00 p.m., in the same location.</b></p> <p><b>Blackboard Assignments due by 8 pm Monday, Jan 18th.</b></p> <ol style="list-style-type: none"> <li>1. Read the folders labeled, Faculty Information, Frequently Asked Questions, and Course Netiquette. This information is useful in every course taken at STC. In the Frequently Asked Questions folder, click on Drop box instructions.</li> <li>2. Go to STC's home web site; click on Library, click on "Spring 2016 Student Information and Policies Packet (in Word Format) and read.</li> <li>3. Complete the documents entitled "Acknowledgement of STC Policies and Procedures," Student Profile, and The Southeastern Technical College Honor Pledge. Save these documents to the P files.</li> <li>4. After saving to the P files, go to BLaackboard. Under Course Work, select the drop box labeled Drop Box for Student Information Packet. <u>Submit the completed documents in the digital drop box Monday, Jan. 18 before 8:00pm</u> (The instructions for using a drop box should have been printed from the Frequently Asked Questions folder.) To locate the drop box, click on Course Work and Week 1. The drop box is inside.</li> </ol> <p>Complete all the exercises in the Subjects.</p> <p><b>Blackboard assignments due by 8 p.m. Monday, January 18th.</b></p> <p>In <i>English Skills with Readings</i>, by Langan, complete the Diagnostic Test on p. 412.</p>	*1, 2, 3 a, c, d

<p><b>Week 2</b> <b>Jan 18-21</b></p>	<p>Ch. 2 Ch. 3 Ch. 4</p>	<p>The Four Bases and the Writing Process First and Second Step in Writing The Third Step in Writing Exemplification Paragraph</p>	<p><b>Blackboard assignments due before 8:00pm Monday, January 25<sup>th</sup>.</b> Read Ch.3 First and Second Step in Writing <i>English Skills with Readings</i> by Langan. Read Ch.4 “The Third Step in Writing”. Read “All the Good Things” pp. 548-552. Exemplification Paragraph assigned <b>Grammar Test #1 (Available Thursday, 8pm-Monday, 8pm)</b> <b>**Proctored Event coming up! Grammar test # 5 (Tues., Feb 16th OR Wed., Feb17th) You must make arrangements to come to STC’s Vidalia campus on the 16<sup>th</sup> (3:00-5:00) or STC’s Swainsboro campus on the 17<sup>th</sup> (1:30-3:30). Grammar test # 5</b></p>	<p>*1, 2, 3, 5 a, c, d</p>
<p><b>Week 3</b> <b>Jan 25-28</b></p>	<p>Ch. 25 Ch. 26  Ch. 5 Ch. 6</p>	<p>Standard Verbs pp. 457-465 Irregular Verbs pp. 466-474  Fourth Step in Writing Process Four Bases for Revising Writing  Cause and Effect Paragraph</p>	<p><b>Blackboard assignments due by 8:00 p. m. Monday, Feb. 1<sup>st</sup>.</b>  Read Chapter 25 Standard Verbs Read Chapter 26 Irregular Verbs. Discussion Board #1 (Please read Discussion Board Rubric found below.) Complete all the exercises in the folder labeled Week 3. Exemplification Paragraph due.  <b>Blackboard assignments due by 8:00 p. m. Monday, Feb. 1<sup>st</sup>.</b>  Read Chapter 5 Fourth Step in Writing Process Read Chapter 6 Four Bases for Revising Writing. Discussion Board #2 <b>Grammar Test #2 (Available Thursday, 8pm-Monday, 8pm)</b> <b>**Proctored Event coming up! Grammar test # 5 (Tues., Feb 16th OR Wed., Feb17th) You must make arrangements to come to STC’s Vidalia campus on the 16<sup>th</sup> (3:00-5:00) or STC’s Swainsboro campus on the 17<sup>th</sup> (1:30-3:30). Grammar test # 5</b></p>	<p>*1,2,3,5 a,c,d</p>
<p><b>Week 4</b> <b>Feb 1-4</b> <b>Midterm</b></p>	<p>Ch. 33 Ch. 35 Ch. 36</p>	<p>Capital Letters pp. 514-522. Apostrophes pp. 527-535 Quotation Marks pp.</p>	<p><b>Blackboard assignments due by 8:00 p. m. . Monday, Feb. 8<sup>th</sup></b></p>	<p>*1, 2, 3, 5 **a, b, d</p>



	Ch. 11	536-543  Comparison/Contrast	<p>Read Chapter 33 Capital Letters  Read Chapter 35 Apostrophes  Read Chapter 36 Quotation Marks.  Discussion Board #3  Cause or Effect Paragraph due  Complete all the exercises in the folder labeled Week 4.  <b>Blackboard assignments due by 8:00 p. m. Monday, Feb. 8<sup>th</sup>.</b></p> <p>Read Chapter 11 Comparison/Contrast  Discussion Board #4  Discussion Board #5</p> <p><b>Grammar Test #3 (Available Thursday, 8pm-Monday, 8pm)</b>  <b>**Proctored Event coming up! Grammar test # 5 (Tues., Feb 16th OR Wed., Feb17th) You must make arrangements to come to STC's Vidalia campus on the 16<sup>th</sup> (3:00-5:00) or STC's Swainsboro campus on the 17<sup>th</sup> (1:30-3:30). Grammar test # 5</b></p>	
<b>Week 5 Feb 8-11</b>	Ch. 27 Ch. 37  Ch. 14	Subject /Verb Agreement Commas  Description	<p><b>Blackboard assignments due by 8:00 p. m. Monday, Feb. 15<sup>th</sup>.</b></p> <p>Read Chapter 27 Subject/Verb Agreement  Read Chapter 37 Commas  Discussion Board #6  Comparison/Contrast Paragraph due  Complete all the exercises in the folder labeled Week 5.  <b>Blackboard assignments due by 8:00 p. m. Monday, Feb. 15<sup>th</sup>.</b></p> <p>Read Chapter 14 Description  <b>Grammar Test #4 (Available Thursday, 8pm-Monday, 8pm)</b>  Discussion Board #7  Complete all the exercises in the folder labeled Week 5.  <b>**Proctored Event coming up! Grammar test # 5 (Tues., Feb 16th OR Wed., Feb17th) You must make arrangements to come to STC's Vidalia campus on the 16<sup>th</sup> (3:00-5:00) or STC's Swainsboro campus on the 17<sup>th</sup> (1:30-3:30). Grammar test # 5</b></p>	*1, 2, 3, 5 **a ,b, d

<p><b>Week 6</b> <b>Feb 15-18</b></p> <p><b>Feb 15</b> <b>65%</b></p>	<p>Ch. 28 Ch. 29</p> <p>Ch. 18</p>	<p>Pronoun Agreement and Reference Pronoun Types Descriptive Paragraph Writing the Essay</p>	<p><b>Blackboard assignments due by 8:00 p. m. Monday, Feb. 22<sup>nd</sup>.</b></p> <p>Read Chapter 28 Pronoun Agreement and Reference Read Chapter 29 Pronoun Types pp. 489-494. Discussion Board #8 Complete all the exercises in the folder labeled Week 6.</p> <p><b>Blackboard assignments due by 8:00 p. m. Monday, Feb. 22<sup>nd</sup>.</b></p> <p>**</p> <p>Read Chapter 18 Writing the Essay Essay #1</p>	<p>*1, 2, 3, 5 **a, b, d</p>
<p><b>Week 7</b> <b>Feb 22-25</b></p>	<p>Ch. 38 Ch. 42 Ch. 43</p> <p>Ch. 30 Ch. 31</p>	<p>Other Punctuation Marks Commonly Confused Words Effective Word Choice</p> <p>Adjectives and Adverbs Misplaced and Dangling Modifiers</p>	<p><b>Blackboard assignments due by 8:00 p. m. Monday, Feb. 29<sup>th</sup>.</b></p> <p>Read Chapter 38 Other Punctuation Marks Pronoun Read Chapter 42 Commonly Confused Words Read Chapter 43 Effective Word Choice Essay #1 due Discussion Board #9 <b>Grammar test #6</b></p> <p><b>Blackboard assignments due by 8:00 Monday, Feb. 29<sup>th</sup>.</b></p> <p>Read Chapter 30 Adjective and Adverbs Read Chapter 31 Misplaced and Dangling Modifiers Essay #2 assigned</p>	<p>*1, 2, 3, 4, 5 **a, b, d</p>
<p><b>Week 8</b> <b>Feb 29-Mar 2</b></p>		<p>Readings I</p>	<p><b>Blackboard assignments due by 8:00 Monday, March 7<sup>th</sup>.</b></p> <p>Read "Rowing the Bus," p. 646; "The Scholarship Jacket," p. 654 ; and "Joe Davis: A Cool Man," p. 661 Discussion Board #10</p>	<p>*1, 2, 3, 5 **a, b, d</p>

			Review for Grammar Exam and Essay Final.  Grammar Final available this week.	
<b>**The instructor reserves the right to modify these lesson plans as she deems necessary.</b>				

**\*Course Competencies**

1. **Analysis of Writing**
2. **Applied Grammar and Writing Skills**
3. **Editing and Proofreading Skills**
4. **Research Skills**
5. **Oral Communication Skills**

**\*\*General Education Competency Areas**

- 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.
- d. The ability to utilize basic computer skills.