



**ENGL 1010**  
**HYBRID COURSE SYLLABUS**  
**Spring Semester 2021 (202114)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

Class Location: Building A, room 156

Class Meets: 40% Hybrid / Face-to-Face 60% Tuesday 8:00-9:30 a.m.

Course Reference Number (CRN): 40167

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Vicky Conner

Office Location: Building A, room 155

Office Hours: Tuesday and Wednesday 1:00-4:30 p.m. Monday and Thursday 9:00-10:30 a.m.

Email Address: [Vicky Conner \(vconner@southeasterntech.edu\)](mailto:vconner@southeasterntech.edu)

Phone: 912-538-1992

Fax Number: 912-538-3156

Tutoring Hours: by appointment or drop by my office

**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

**SOUTHEASTERN TECHNICAL COLLEGE'S (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](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

**REQUIRED TEXT**

Albright, Z. L. & Langan, J. (2021). *English Skills with Readings*. McGraw-Hill. ISBN 10: 1260899896; ISBN 13: 9781260899894.

**REQUIRED SUPPLIES & SOFTWARE**

Students need a three-ring binder for their book, a flash drive, loose-leaf paper, pencils, blue-black pens, and access to Internet and Southeastern Technical College's Remote Lab Access, RemoteApp, or Remote Application Services.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

### **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 skills
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**

1. Students are required to complete all assignments on the lesson plan by their due dates to exit the class.
2. **Use Mozilla Firefox or Google Chrome** as the main Internet browsers. Blackboard does not support Internet Explorer or Microsoft Edge (E at the bottom of the screen). These two browsers cause assignment boxes, exams and quizzes to close prematurely or will not allow a student to submit them.
3. Be sure to have a strong Internet connection. If there are problems with the Internet at home, come to STC to submit assignments. The Library is open Monday-Thursday, 8:00 a.m. to 6:00 p.m.
4. Students must bring their book and writing materials to class if he or she expects to pass the class. Books will not be shared, which could mean a zero on class quizzes. Quizzes

are not made up.

5. A hybrid class means that students must attend class and complete assignments on Blackboard. Missing class can cause a student to fail. Students who come in after 8:00 a.m. will be late, and the material missed will not be made up.
6. All writing assignments must be in APA format, typed in Microsoft Word, and submitted in the Blackboard assignment box on the due date.
7. Assignments that are not typed in Microsoft Word or submitted into the wrong Blackboard assignment box will not be accepted and a zero placed in the gradebook.
8. Screenshots and late assignments will be given a zero.
9. Dropping a grade or extra credit assignments will not be given. **Do not ask.**

### **COVID-19 MASK REQUIREMENT**

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

### **COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>

COVID-19 Key Symptoms
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

### COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

### 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 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 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:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas](#) [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

### 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 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen Thomas hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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 (March 22, 2021) 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.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

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 accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

### **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)**

The course has a total of four major grammar exams and a week to take the exam. Missed exams receive a zero in the gradebook. The makeup grammar exam will be administered at the end of the course at the instructor's discretion and will be a pencil and paper test. If a student

misses more than one grammar exam, the student will be allowed to make up only one grade. Quizzes that are missed will not be made up and will receive a zero. If a student is absent when a writing assignment is given in class, a student has one week to make up the assignment, which must be scheduled with me and completed in the classroom. Only one writing assignment may be made up. Until the assignment is made up, a zero will be in the gradebook. Dropping a grade or extra credit assignments will not be given.

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College 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 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a></p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a></p>

### **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 \(http://www.southeasterntech.edu/\)](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
Grammar Exams	25%
Writing Assignments	35%
Homework and Quizzes	15%
Final Grammar Exam	10%
Essay Final	15%

**GRADING SCALE**

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

**ENGL 1010—Fundamentals of English  
Spring Semester 2021 (202114) Lesson Plan**

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
January 12	The book required is <i>English Skills with Readings</i> 10 <sup>th</sup> edition	STC Policies  Introduction to Syllabus  Introduction to Blackboard and Office 365	<b>All hybrid assignments are due on Mondays at 11:59 p.m. (end of day.) Assignment boxes will close.</b>  <b>Tutoring sessions are available after class or by appointment. (The appointment is to be sure that I am in the office.) Students may also stick their heads in my office door.</b>  <b>These sessions take around 20 minutes or less, depending on the student's questions.</b>	*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<p><b><u>Week 1</u></b> <b>January 13-19</b></p>	<p>Diagnostic Test</p> <p><b><i>English Skills with Readings</i></b> Chapter 19, page 406, chapter 21, page 417, and chapter 2, page 27</p>	<p>Discussion of Chapters 1 and 2 in <i>English Skills with Readings</i>. Writing Process Paragraph Structure</p>	<p><b>Homework is due Monday, January 18 at 11:59 p.m. Note this date is a holiday. Get assignments in early.</b></p> <p><b>In Blackboard, navigate to Syllabus, Rubrics and Course Standards.</b></p> <p><b>Hybrid</b>—Read syllabus and study rubrics.</p> <p><b>Hybrid</b>—<b>Navigate to Getting Started</b> and fill out each section.</p> <p><b>Hybrid</b>—<b>Navigate to Blackboard Orientation</b> and fill out everything.</p> <p><b>In Blackboard, navigate to Lessons and Week 1 folder.</b></p> <p><b>HYBRID</b>—Week 1 folder has three folders. Complete the exercises in each folder.</p>	<p>*1, 2, 3, 5 **a, b, c</p>

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<p><b><u>Week 2</u></b> <b>January 20-26</b></p>	<p>In <i>English Skills with Readings</i>, Chapter 22, page 430, chapter 23, page 443, and chapter 3, page 61.</p>	<p>Discussion of chapter 3</p>	<p><b>Assignments due January 25 at 11:59 p.m.</b> <b>In Blackboard, navigate to Lessons and Week 2 folder.</b> <b>HYBRID</b>—Complete all exercises in each folder. <b>In Blackboard, navigate to Grammar Bytes.</b> Practice on Comma Splices &amp; Fused Sentences and Fragments to prepare for G Exam 1.</p>	<p>*1, 2, 3, 5 **a, b, c</p>
<p><b><u>Week 3</u></b> <b>January 27-February 2</b></p>	<p><b>Exam 1</b>  In <i>English Skills with Writings</i>, chapter 24, page 454 chapter 25, page 460, and chapter 4, page 99</p>	<p>Worksheets for chapter 4 Example Paragraph and examples</p>	<p><b>Assignments due February 1</b> <b>In Blackboard, navigate to Exams and take G. Exam 1.</b> <b>HYBRID</b>—<b>G. Exam 1</b> is an open-book test over chapters 19, 21 and 22. Students may take the exam twice. The highest grade will be accepted. <b>Blackboard, navigate to Lessons and Week 3 Folder.</b> <b>HYBRID</b>—Complete the activities inside the Week 3 folder.</p>	<p>*1, 2, 3 **a, b, c</p>

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<b>Week 4</b> <b>February 3-9</b>	In <i>English Skills with Readings</i> , chapter 26, page 464, chapter 27, page 471, and chapter 6, page 152	Worksheets for chapter 6 We will write an Example paragraph in class.	<b>Assignments due February 8</b> <b>In Blackboard, navigate to Lessons, and click on Week 4 folder.</b> <b>HYBRID</b> —Complete all the assignments in the Week 4 folder.	*1, 2, 3, 5 **a, b, c
<b>Week 5</b> <b>February 10-16</b>	G. Exam 2  In <i>English Skills with Readings</i> , chapter 5, page 121.	We will discuss and work through the chapter 5 worksheet to prepare for G. Exam 3.	<b>Assignments due February 15</b> <b>In Blackboard, navigate to Exams.</b> <b>HYBRID—Take G. Exam 2.</b> G. Exam 2 covers chapters 23, 24, 26, and 27. Students may take the test twice and use their books. <b>Navigate to Lessons, and click on Week 5 folder.</b> Watch the videos and practice on the exercises. Afterward, work on the chapter 5 worksheet by using <i>English Skills with Readings</i> . The worksheet is a pretest. Bring the completed sheet to class for discussion. We will go to the board and do work.	*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<b>Week 6</b> <b>February</b> <b>17-23</b>	G. Exam 3  In <i>English Skills with Readings</i> , chapter 32, page 504	Cause or Effect Paragraph, worksheet and examples. We will write the paragraph in class.	<b>Assignments due February 22.</b> <b>In Blackboard, navigate to Exams. HYBRID--Take G. Exam 3 over chapter 5.</b> This short-answer exam requires students to type out the correct sentence. Blackboard will not grade these tests. The test is open-book, but students may take the test only once <b>Navigate to Lessons and Week 6 folder.</b> <b>HYBRID--</b> Complete the assignments in the folder.	*1, 2, 3 **a, b, c
<b>Week 7</b> <b>February</b> <b>24-March 2</b>	In <i>English Skills with Readings</i> , chapter 33, page 512, chapter 34, page 520, and "Treating Addiction in Court," page 667.	Things to Remember When Writing  Comparison/Contrast paragraph	<b>Assignments due March 1.</b> <b>In Blackboard, navigate to Lessons and click on Week 7 folder.</b> <b>HYBRID—</b> Complete all the assignments in Week 7 folder.	*1, 2, 3, 5 **a, b, c
<b>Week 8</b> <b>March 3-9</b>	In <i>English Skills with Readings</i> , chapter 29, page 482 and chapter 35, page 529	We will write the comparison/contrast paragraph.	<b>Assignments due March 8.</b> <b>In Blackboard, navigate to Lessons, and click on Week 8 folder.</b> <b>HYBRID—</b> Complete all the exercises in Week 8 folder.	*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<b>Week 9</b> <b>March 10-16</b>	In <i>English Skills with Readings</i> , chapter 16, page 326	Lecture on essay writing. Discussion of hand out given out last week. Examples of essays.	<b>Assignments due March 15.</b> <b>In Blackboard, navigate to Lessons, and click on Week 9 folder.</b> <b>HYBRID</b> --Watch the videos and all the exercises in the folder. <b>Navigate to Grammar Bytes</b> <b>HYBRID</b> --Practice for Exam 4. Exam 4 will cover chapters 29, 32, 33, 34, and 35.	*1, 2, 3, 5 **a, b, c
<b>Week 10</b> <b>March 17-23</b>	G. Exam 4  In <i>English Skills with Readings</i> , "All the Good Things," page 574.	Writing Essay 1	<b>Assignments due March 22.</b> <b>In Blackboard, navigate to Exams.</b> <b>HYBRID—Take G. Exam 4.</b> Exam 4 will cover chapters 29, 32, 33, 34, and 35. The test is an open-book exam and may be taken twice. <b>In Blackboard, navigate to Lessons, and click on Week 10 folder.</b> <b>HYBRID</b> -- Complete all the activities in the folder.	*1, 2, 3, 5 **a, b, c
<b>Week 11</b> <b>March 24-30</b>	In <i>English Skills with Readings</i> , chapter 30, page 491, chapter 31, page 500, and "How They Get You to Do This," page 644	Peer Review of Essay Final Draft	<b>Assignments due March 29.</b> <b>In Blackboard, navigate to Lessons and click on Week 11 folder.</b> <b>HYBRID</b> —complete all the assignments inside Week 11 folder.	*1, 2, 3, 5 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<b>Week 12</b> March 31- April 6	<i>In English Skills with Readings</i> , chapter 28, page 477 chapter 36, page 534, and chapter 37, page 545	Spring break—No class on April 7	Assignments due April 5. In Blackboard, click on Lessons and Week 12. HYBRID—complete all the assignments in Week 12 folder. Get these assignments in early because of Spring Break.	*1, 2, 3 **a, b, c
<b>Week 13</b> April 7-13	<i>In English Skills with Readings</i> , read “Anxiety: Challenge by Another Name,” page 629	Library Project APA documentation and summarization	Assignments due April 12 <i>English Skills with Readings</i> , read “Anxiety: Challenge by Another Name” on page 629. HYBRID—Navigate Week 13 folder. Complete all the assignments.	*1, 2, 3 **a, b, c
<b>Week 14</b> April 14-20		Write Essay Final in class.	Assignment due April 19. In Blackboard, navigate to Lessons and Week 14 folder. The Library Project is due. Submit the Library Project in the assignment box.	*1, 2, 3, 4 **a, b, c
<b>Week 15</b> April 21-27 last day of class		Grammar Final	To prepare for the grammar final, review chapters in Grammar Bytes and the practice tests in the weekly folders.	
April 28- May 3		Make-up exams		

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
		The instructor reserves the right to change the syllabus as needed.		

**\*Competency Areas:**

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

**\*\*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.

<b>Grading Scale –Exemplification Paragraph</b>	
<b>CRITERIA</b>	<b>SCORE</b>
<u>Example</u> <ul style="list-style-type: none"> <li>• Examples to support topic sentence</li> <li>• Examples stated clearly in specific language</li> <li>• Transitional words used to link examples</li> </ul>	20
<u>Writing Process</u> <ul style="list-style-type: none"> <li>• Evidence of brainstorming &amp; organizing ideas</li> <li>• Evidence of drafts and revisions</li> <li>• Considers audience</li> </ul>	5
<u>Topic Sentence</u> <ul style="list-style-type: none"> <li>• States topic</li> <li>• Expresses purpose for writing</li> <li>• Focused</li> <li>• Restated in Concluding Sentence</li> </ul>	20
<u>Support</u> <ul style="list-style-type: none"> <li>• Sufficient Explanations and Details</li> <li>• Points clarified with explanations that limit and focus the main idea</li> <li>• All examples and explanations relate to main point (unity)</li> <li>• Examples are clear (clarity)</li> <li>• Organized according to purpose</li> </ul>	25
<u>Format</u> <ul style="list-style-type: none"> <li>• Title appropriate and correct</li> <li>• Formatted correctly</li> </ul>	10
<u>Grammar</u> <ul style="list-style-type: none"> <li>• No fragments</li> <li>• No run-ons</li> <li>• No problems with capital letters</li> <li>• No spelling errors</li> </ul>	20
A ten-point penalty will be applied if <b>ALL</b> instructions are not followed. <b><u>Total Points</u></b>	

Grading Scale for Cause or Effect Paragraph	
Criteria and Comments	Points
<b>Cause-Effect</b> <ul style="list-style-type: none"> <li>• Focus on either causes or effects (not both)</li> <li>• Explores all causes/effects but chooses only the real ones</li> <li>• Considers audience</li> <li>• Does not oversimplify</li> <li>• Causes or effects organized in a logical order</li> </ul>	25
<b>Structure</b> <ul style="list-style-type: none"> <li>• Begins with topic sentence that states whether the paragraph is a cause or effects paragraph</li> <li>• Supporting sentences limit and focus the main idea</li> <li>• Explanations and details of supporting sentences are well-developed</li> <li>• Closing sentence reflects topic sentence and provides closure</li> </ul>	25
<b>Support</b> <ul style="list-style-type: none"> <li>• Examples, Details, Explanations</li> <li>• All examples and explanations relate to main point (unity)</li> <li>• Points clarified with details that limit and focus the main idea (clarity)</li> <li>• Organized according to purpose (coherence)</li> <li>• Transitions between ideas achieve coherence</li> </ul>	25
<b>Grammar</b> <ul style="list-style-type: none"> <li>• Complete sentences: No run-ons or fragments</li> <li>• Correct use of commas and other punctuation</li> <li>• Correct use of pronouns</li> <li>• Correct use of verbs</li> <li>• Spelling and capital letters</li> </ul>	25
A ten-point penalty will be applied if ALL instructions are not followed. <p style="text-align: right;"><b><u>Total Points</u></b></p>	

## Five Paragraph Essay Grading Scale

### English 101

Criteria and Comments	Grading Scale
<b>Content (30%)</b> <ul style="list-style-type: none"> <li>• Interesting, detailed</li> <li>• Clear Purpose</li> <li>• Well Developed, thorough</li> <li>• Content Relevant to Topic</li> </ul>	1 2 3 4 5
X6	
<b>Essay &amp; Paragraph Structure (40%)</b> <ul style="list-style-type: none"> <li>• Thesis</li> <li>• Introduction</li> <li>• 3 Topic Sentences</li> <li>• 3 Body Paragraphs</li> <li>• Support/Details for T.S.</li> </ul> Unity & Coherence Transitions Conclusion <ul style="list-style-type: none"> <li>• restated thesis</li> <li>• summary</li> <li>• closing remarks</li> </ul>	1 2 3 4 5
X8	
<b>Grammar/Mechanics (30%)</b> <ul style="list-style-type: none"> <li>• Complete sentences: No run-ons or fragments</li> <li>• Correct use of commas and other punctuation</li> <li>• Correct use of pronouns</li> <li>• Correct use of verbs</li> <li>• Appropriate use of modifiers</li> <li>• Clear, parallel sentence structure</li> <li>• spelling and capital letters</li> </ul>	1 2 3 4 5
X6	
<b>A ten-point penalty will be applied if ALL instructions are not followed.</b> <b>Total Points</b>	

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



## Compare/Contrast Paragraph

<b>Criteria and Comments</b>	<b>Points</b>
<b>Compare/Contrast</b> <ul style="list-style-type: none"> <li>• Either Compares or Contrasts (not both)</li> <li>• Meaningful comparison or contrast</li> <li>• Interesting comparison or contrast</li> <li>• Developed thoroughly</li> <li>• Uses transitions to enhance meaning between ideas</li> </ul>	25
<b>Structure</b> <ul style="list-style-type: none"> <li>• Begins with topic sentence that states whether paragraph is comparison or contrast</li> <li>• Supporting sentences limit and focus the main idea</li> <li>• Uses point-by-point or side-by-side organization throughout paragraph</li> <li>• Explanations and details well-developed</li> <li>• Closing sentence reflects topic sentence and provides closure</li> </ul>	25
<b>Support</b> <ul style="list-style-type: none"> <li>• All examples and explanations relate to main point (unity)</li> <li>• Examples are clear (clarity)</li> <li>• Transitional between ideas in details to achieve (coherence)</li> </ul>	25
<b>Grammar</b> <ul style="list-style-type: none"> <li>• Complete sentences: No run-ons or fragments</li> <li>• Correct use of commas and other punctuation</li> <li>• Correct use of pronouns</li> <li>• Correct use of verbs</li> <li>• spelling and capitalization</li> </ul>	25
<p><b>A ten-point penalty will be applied if ALL instructions are not followed.</b></p> <p style="text-align: right;"><b><u>Total Points</u></b></p>	