



TENTATIVE—SUBJECT TO CHANGE
ENGL 1101 Composition and Rhetoric
ONLINE COURSE SYLLABUS
Spring Semester 2021 (202114)

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 16 weeks

Course Reference Number (CRN): 40199

Preferred Method of Contact: cblackburn@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Chris Blackburn

Email Address: [Chris Blackburn \(cblackburn@southeasterntech.edu\)](mailto:Chris.Blackburn@southeasterntech.edu)

Vidalia Campus/Office Location: Main Building 315

Office Hours: By appointment

Phone: (912) 538-3211

Fax Number: (912) 289-2213

Tutoring Hours: M 1:00-2:00

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 \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

REQUIRED TEXT

Bullock, Richard, et al. The Norton Field Guide to Writing with Readings and Handbook. 5th ed., W. W. Norton, 2016.

ISBN: 978-0-393-65580-3

REQUIRED SUPPLIES & SOFTWARE

Reliable access to internet and Microsoft Word. Internet browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher. If you do not have computer access, see your instructor for information regarding use of open labs on campuses. A **composition notebook** to keep journal entries.

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 explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. This course also includes an introduction to library resources and lays the foundation for research.

MAJOR COURSE COMPETENCIES

1. Writing Analysis and Practice
2. Revision
3. Research

PREREQUISITE(S)

Appropriate degree-level writing (English) placement test score and appropriate degree-level reading placement test score or ENGL 1010.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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 (ONLINE)

Students are expected to complete all work required by the instructor. **Late papers will be penalized 10% (one letter grade) each day.** Students are required to submit all 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. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of nine (9) hours per week during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

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.

COVID-19 Key Symptoms
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)
In the past 14 days, if you:
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, 912-538-3195.

ONLINE ATTENDANCE

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" (Failing 0-59) 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 at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Monday of each week. 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.

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: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

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" (Withdrawn) 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 the 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” (Failing 0-59) 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 assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

PROCTORED EVENT REQUIREMENT

DUE TO THE UNCERTAINTIES OF COVID-19, THIS EVENT WILL NOT BE PROCTORED FOR FALL SEMESTER 202112. STUDENTS WILL COMPLETE THE EVENT, BUT WILL NOT BE REQUIRED TO COME ON CAMPUS TO DO IT.

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, 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. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing). If the event is scheduled during final exams, any student who misses the event will be issued an “F” (Failing) for the course.**

MAKEUP GUIDELINES

In-class quizzes cannot be made up. Late papers will receive a **10% deduction per day** that they are late. Any other makeup work will be considered on a case-by-case basis.

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 (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>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</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 \(www.southeasterntech.edu\)](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
Quizzes	10%
Journals	10%
Grammar Test	20%
Essays	30%
Final	30%

GRADING SCALE

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

ENGL 1101 Composition and Rhetoric

Spring Semester 2021 Lesson Plan

All due dates are one week (seven days) from the earliest class meeting each week – i.e., Monday to Monday.

Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Areas
Week 1	Introduction to the Course & Lesson 1: Grammar	<p>-Familiarize yourself with BLACKBOARD class (ENGL1101).</p> <p>-Click Getting Started Menu and read all items</p> <p>-Familiarize yourself with Using Student Email Account (STC Office 365 Mail) from mySTC.</p> <p>-Begin reading the handbook found in the back of the <i>Norton Field Guide to Writing</i>.</p>	<p>In Class: -Introduction to the class.</p> <p>Online: -Complete STC Pledge Acknowledgement quiz and Student Introduction Discussion Board to avoid being counted as a “No Show” and being <u>dropped from class</u>. DUE by 1/13 @ 11:59 p.m.</p>	1 A, C
Week 2	Lesson 1: Grammar Sentences 1	<p>-Read S.1-S.4 in <i>The Norton Field Guide to Writing</i>.</p> <p>-Review all materials found in the lesson folder.</p>	<p>In Class: -Instructor lecture.</p> <p>Online: -Complete all quizzes found in Blackboard. DUE by 1/25 @ 11:59 p.m.</p>	1, 2 A, C
Week 3	Lesson 1: Grammar Sentences 2	<p>-Read S.5-S.9 in <i>The Norton Field Guide to Writing</i>.</p> <p>-Review all materials found in the lesson folder.</p>	<p>In Class: -Instructor lecture.</p> <p>Online: -Complete all quizzes found in Blackboard. DUE by 2/1 @ 11:59 p.m.</p>	1, 2 A, C
Week 4	Lesson 1: Grammar Language	<p>-Read L.4-L.8 and L.10a in <i>The Norton Field Guide to Writing</i>.</p> <p>-Review all materials found in the lesson folder.</p>	<p>In Class: -Instructor lecture.</p> <p>Online: -Complete all quizzes found in Blackboard. DUE by 2/8 @ 11:59 p.m.</p>	1, 2 A, C

Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Areas
Week 5	Lesson 1: Grammar Punctuation	-Read P.1-P.11 in <i>The Norton Field Guide to Writing</i> . -Review all materials found in the lesson folder.	In Class: -Instructor lecture. - Grammar TEST 2/8 Online: -Complete all quizzes found in Blackboard. DUE by 2/15 @ 11:59 p.m.	1, 2 A, C
Week 6	Lesson 2: Rhetorical Situations and Strategies	-Read 2.5-2.8 and 6.35-6.36 in <i>The Norton Field Guide to Writing</i> . -Review all materials found in the lesson folder.	In Class: -Instructor lecture. Online: -Complete discussion board found in Blackboard. DUE by 2/22 @ 11:59 p.m.	1, 2 A, C
Week 7	Lesson 3: Processes	-Read 5.27 and 5.29-5.33 in <i>The Norton Field Guide to Writing</i> . -Review all materials found in the lesson folder.	In Class: -Instructor lecture. Online: -Complete discussion board found in Blackboard. DUE by 3/1 @ 11:59 p.m.	1, 2 A, C
Week 8	Lesson 4: Report Part 1	-Read 3.12, 6.37, 6.39, and 6.41 in <i>The Norton Field Guide to Writing</i> . -Review all materials found in the lesson folder.	In Class: -Instructor lecture. Online: -Complete topic quiz found in Blackboard. DUE by 3/8 @ 11:59 p.m.	1, 2, 3 A, C
Week 9	Lesson 4: Report Part 2	-Read 7.47-7.53, and 7.55 in <i>The Norton Field Guide to Writing</i> . -Review all materials found in the lesson folder.	In Class: -Instructor lecture. Online: -Complete discussion board found in Blackboard. DUE by 3/15 @ 11:59 p.m.	1, 2, 3 A, C
Week 10	Lesson 4: Report Part 3	-Complete the Report Essay assignment	In Class: -Instructor lecture. Online: -Complete the Report Essay assignment. DUE by 3/22 @ 11:59 p.m.	1, 2, 3 A, C

Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Areas
Week 11	Lesson 5: Argument Part 1	-Read 3.13 in <i>The Norton Field Guide to Writing</i> . -Review all materials found in the lesson folder.	In Class: -Instructor lecture. Online: -Complete topic quiz found in Blackboard. DUE by 3/29 @ 11:59 p.m.	1, 2, 3 A, C
Week 12	Lesson 5: Argument Part 2	-Read 6.38 and 6.40 in <i>The Norton Field Guide to Writing</i> . -Review all materials found in the lesson folder.	In Class: -Instructor lecture. Online: -Complete discussion board found in Blackboard. DUE by 4/12 @ 11:59 p.m.	1, 2, 3 A, C
Week 13	Lesson 5: Argument Part 3	-Complete the Argument Essay assignment.	In Class: -Instructor lecture. Online: -Complete the Argument Essay assignment. DUE by 4/19 @ 11:59 p.m.	1, 2, 3 A, C
Week 14	Lesson 6: Memoir Part 1	-Read 3.18, 6.42, 6.43, and 6.45 in <i>The Norton Field Guide to Writing</i> . -Review all materials found in the lesson folder.	In Class: -Instructor lecture. Online: -Complete discussion board found in Blackboard. DUE by 4/26 @ 11:59 p.m.	1, 2 A, C
Week 15	Lesson 6: Memoir Part 2	-Complete the Memoir Essay assignment.	In Class: -Complete the Memoir Essay assignment. DUE by end of class on 5/3.	1, 2 A, C

COMPETENCY AREAS:

1. Writing Analysis and Practice
2. Revision
3. Research

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.

ENGL 1101- Essay Rubric

Content & Organization		30%	
Content & Organization: <ul style="list-style-type: none"> Clearly defined thesis Clearly defined context/purpose/audience Specific and relevant details/supporting examples/evidence and data Adequate Analysis, explanation, and/or discussion 			
<ul style="list-style-type: none"> Title appropriate and formatted correctly Appropriate introduction (makes the reader want to read) and conclusion (reflects and supports the thesis) Organized logically to support argument Unified paragraphs Coherent paragraphs Sensible transitions 			
Sentence Style & Syntax/Diction & Spelling		25%	
Sentence Style & Syntax <ul style="list-style-type: none"> Sentence structures and beginnings varied Sentences complex Transitions between and within sentences 			
Diction & Spelling <ul style="list-style-type: none"> Accurate diction Efficient and sophisticated diction Correct word forms and endings Correct spelling 			
Grammar & Mechanics		30%	
Grammar & Mechanics <ul style="list-style-type: none"> No fragments No fused sentences or comma splices No tense shifts Correct subject/verb agreement Correct pronoun usage and reference Correct use of commas Correct use of other punctuation Correct capitalization 			
Formatting and Citations		15%	
APA Formatting for Paper <ul style="list-style-type: none"> Running header with last name and page number Title page formatted correctly Abstract formatted correctly References page included Double-spaced throughout 			
Parenthetical Citations <ul style="list-style-type: none"> Match Citations Formatted properly 			
References Page <ul style="list-style-type: none"> Text formatted properly with hanging indent Alphabetized sources 			

Content & Organization	30%	
Notes:	Total Grade	