



**ENGL 1101 Composition and Rhetoric
COURSE SYLLABUS
Online
Spring Semester 2021
7.5 weeks**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

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

Class Meets: Via Internet for 7.5 weeks

Course Reference Number (CRN): 40230

Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Pete Frost

Email Address: [Pete Frost \(pfrost@southeasterntech.edu\)](mailto:pfrost@southeasterntech.edu)

Vidalia/Office Location: 407

Office Hours: **Due to the uncertainties of COVID-19, contact your instructor by email to make an appointment.**

Phone: 912.538.3163

Fax Number: 912.538.3156

Tutoring Hours: By appointment

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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Bullock, R.G Goggin, M. D., & Weinberg, F. (2019). *The Norton Field Guide to writing with readings and Handbook (5th ed.)*. New York: W.W. Norton& Company.

REQUIRED SUPPLIES & SOFTWARE

Students need access to Internet and 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 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.

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

COURSE DESCRIPTION

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. An introduction to library resources lays the foundation for research. Topics include: writing analysis and practice; revision; and research. Students write research papers using library resources and using a formatting and documentation style appropriate to the purpose and audience.

MAJOR COURSE COMPETENCIES

Topics include: writing analysis and practice, revision, and research.

PREREQUISITE(S)

None

COURSE OUTLINE

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

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 (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. 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 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.

Weeks begin on Mondays, and work is due the following Monday by midnight.

Assignments must be completed by the assigned dates or per the instructor. 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 announcements daily. Students should be and become familiar with all tabs in gray on left in Blackboard.

Students will have one week to complete assignments and two days (usually) to complete tests. All assignments are due by midnight on the following Monday of each week. For example, Week 3's assignments should be submitted by Monday at midnight of Week 4. Exceptions will be made at the discretion of the instructor.

REMEMBER:

- Submit all assignments in a Word document.
- Always use APA formatting (including headings).

- Do not plagiarize. All assignments should be completed in your own words.
- Submit all assignments as attachments through the provided digital drop box. (Assignments submitted in text box will receive a 0.)
- Do not submit any written assignment in text-like format. Use standard forms of writing. (Do not use *i* or *you* in any forms of communication, for example.)
- It is a good idea to save all your assignments on a jump drive .
- Assignments are “by week” on lesson plans but not on Blackboard. Use the left gray area to find what needs to be completed during a given week.
- Print syllabus and Lesson Plans.

Online students are responsible for checking e-mails and Blackboard announcements daily. Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. 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 37.5 hours 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.

Students are expected to complete all tests and assignments by the due dates. **NO assignments will be accepted after due dates**, and a grade of 0 will be assigned for all incomplete work. Exams will be taken on Blackboard. Students are required to submit all work in **Microsoft Word**. Blackboard assignments including essays, research papers, and drop box submissions which are not submitted through **Microsoft Word** will not receive credit. Instructor requires **all assignments be submitted in American Psychological Association (APA) format and submitted digitally**. **Assignments are to be submitted through digital drop box or discussion boards only!**

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

COVID-19 Key Symptoms
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 https://bit.ly/2Xq4g0f](https://bit.ly/2Xq4g0f). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), 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 by midnight on the following 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. Please note that I adhere strictly to deadlines.

REMEMBER:

- Submit all assignments in a Word document.
- Always use APA formatting (including headings).
- Do not plagiarize. All assignments should be completed in your own words.
- Submit all assignments as attachments through the provided digital drop box. (Assignments submitted in text box will receive a 0.)
- Do not submit any written assignment in text-like format. Use standard forms of writing.
- It is a good idea to save all your assignments on a jump drive or the student R-drive.
- Assignments are "by week" on lesson plans but not on Blackboard. Use the left gray area to find what needs to be completed during a given week.
- Print syllabus and Lesson Plans.

DISCUSSION BOARDS

For Discussion Boards (DBs), students should submit a grammatically correct 100-word post plus two response posts of at least 50 words apiece in order to receive full credit. There is a rubric within Blackboard.

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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
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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).

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Students taking classes on campus, 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 by midnight on the following 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 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.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course

with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

PROCTORED EVENT REQUIREMENT

****Due to the uncertainties of COVID-19, this event will not be proctored for Spring Semester 202114. Students will complete the event but will not be required to come on campus to do it.**

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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. 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 farther 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 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. Proctored events will be given after the 65% point of the semester. Again, **students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.**

Students who do not complete the proctored 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 proctored event is scheduled during final exams, any student who misses the proctored event will be issued an “F” (Failing) for the course.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Monday, March 15, 2021 from 9:00 am – 1:00 pm.

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

Assignments are due by Mondays at midnight of the following week. Tests are made available during week assigned. Exact dates and times will be put in Announcements and delivered through email. . 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 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.

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

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:

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 Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@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 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
Writings	40%
Tests/Vocab	20%
Quizzes/DB/other	10%
Grammar Final	10%
Final Essay/PE*	20%

(*Proctored Event is required to pass.)

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 Lesson Plan/ 7.5 weeks

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1 January 11- January 17</p> <p>PROCTORED EVENT</p> <p>The required proctored event for this class is scheduled for the following dates and times: Thursday, February 25,2021 from 9:00 am – 1:00 pm.</p>	<p>Grammar Handbook S Sections 1-5</p>	<p>Introduction to Course</p> <p>Syllabus</p> <p>Lesson Plans</p> <p>STC Policies</p> <p>Blackboard Workshop</p> <p>Proctored Event info</p> <p>Student Introduction s</p> <p>Vocabulary List 1</p> <p>Rubrics</p>	<p><u>Blackboard Assignments for this week are due Monday, January 18 at midnight.</u></p> <ul style="list-style-type: none"> • Complete the Blackboard Orientation found on the log-in page. • Read all documents under Getting Started/Start Here Items and complete STC Pledge Acknowledgment and Student Introduction to maintain your seat in class. DO THIS BY January 14 at midnight. The Student Introduction is a Discussion Board. Your initial post should be at least 100 words. Then, respond to two classmates with at least 50 words apiece. • Print and read thoroughly Syllabus and Lesson Plans. Take Syllabus/Lesson Plan quiz found under Syllabus and Lesson Plans. Become familiar with menu tabs in Blackboard. • Familiarize yourself with the book. Be sure to look inside the front cover and the color coding. • Download Grammarly. Grammarly is a proofreading and writing enhancement platform. • Read Rubrics folder in Blackboard (BB). (Attach appropriate rubric to assigned writing upon submission.) • Check email and announcements for updates. • Work on Vocabulary Unit 7 in preparation of Vocabulary quiz next week. • Read/study Grammar Handbook Sections 1-5 (pages HB-4 to HB-28) in textbook. • Read, study, and complete Grammar Handbook Sections 1-5 (HB-4 to HB-28) in textbook for test next week. (Complete grammar exercises in Bb that correspond with Grammar Handbook Sections.) • Begin reading information in Writing Folder. (Essays and The Investigative Essay.) Next, read Chapter 12, Reporting Information. Submit Investigative essay topic to instructor via email. The sooner you do this, the sooner you can get your topic approved. • Investigative Essay due Monday, February 1 by midnight. 	<p>*1, 2, 3 a, c,</p>

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 2 January 18- January 24</p> <p>The required proctored event for this class is scheduled for the following dates and times: Thursday, February 25,2021 from 9:00 am – 1:00 pm.</p>	<p>Chapter 1</p> <p>Grammar Handbook S Sections 1-5</p> <p>Vocabulary 1-2</p> <p>Chapter 6</p>	<p>Annotation Chapter 3</p> <p>Writing Myths and Rituals</p> <p>Vocab List 1</p> <p>Readings</p> <p>Grammar Handbook S Sections 1-5 Reporting</p>	<p><u>Blackboard Assignments for this week are due Monday, January 25 at midnight.</u></p> <ul style="list-style-type: none"> • Read Annotating Folder and (Readings/Annotating) and “How to Do a Close Reading” by Adler. • Read “Multitasking Can Make You Lose...Um...Focus,” (pages 779-883 in text) take quiz (Reading Quizzes). • Read Chapter 2 (pages 10-32) in textbook. • Take Vocabulary Exam Unit 7 (Vocabulary Study). • Work on Vocabulary Unit 8 in preparation of upcoming Vocabulary quiz. • Take Grammar Test 1. • Investigative Essay due February 1 by midnight. 	<p>*1, a, c</p>
<p>Week 3 January 25 – January 31</p> <p>The required proctored event for this class is scheduled for the following dates and times: Thursday, February 25,2021 from 9:00 am – 1:00 pm.</p>	<p>Chapter 6</p> <p>Chapter 12</p> <p>Chapter 13</p> <p>Grammar Handbook S Sections 6-9</p>	<p>Part 6- Research APA</p> <p>Grammar Handbook HB Sections 6-9</p> <p>Vocabulary List 2</p> <p>APA</p>	<p><u>Blackboard Assignments for this week are due Monday, February 1 at midnight.</u></p> <ul style="list-style-type: none"> • Bookmark and read Part 7 (blue) in textbook— Doing Research. • Read and bookmark pages 597-626 in textbook. (APA help) • Read all documents in <i>Essays</i> folder (Writing Lessons/Essays) and American Psychological Association (at left in Blackboard.) • Read, study, and complete Grammar Handbook Sections 6-9 (HB-29 to HB-40) in textbook for test next week. (Complete grammar exercises in Bb that correspond with Grammar Handbook Sections.) • Investigative Essay due February 1 by midnight. • Check email and announcements for updates. • Take Vocabulary Test Unit 8. 	<p>*1,2,3 a,c,</p>

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 4 February 1 – February 7</p> <p>The required proctored event for this class is scheduled for the following dates and times: Thursday, February 25, 2021 from 9:00 am – 1:00 pm.</p>	<p>Grammar 2</p> <p>Vocabulary 3</p> <p>Chapter 12</p> <p>Chapter 10</p> <p>Grammar Handbook S Sections 6-9</p>	<p>Rubrics</p> <p>Grammar Exam</p> <p>Arguing</p> <p>Researching/ Drafting</p> <p>Types of Sources</p> <p>Editing and Proofreading</p> <p>Section 2</p> <p>Grammar Handbook L Sections 1-10</p>	<p><u>Blackboard Assignments for this week are due Monday, February 8 at midnight.</u></p> <ul style="list-style-type: none"> • Read the Discussion Board Rubric (Rubrics folder in BB). Then read “The Pledge of Allegiance” (Readings and assessments folder) and post to forum (Discussion Boards for Readings) by week’s deadline. Read and respond to at least two other posts. • Read and bookmark pages 489-510 in textbook. • Read and Study Grammar Handbook Sections 6-9 (HB-29 to HB-40) in textbook for test this week. • Read and bookmark pages 511-518 in book. • Check email and announcements for updates. • Complete Vocabulary List 3 chart (Vocabulary Study in BB) to prepare for Vocabulary quiz. • Bookmark and read Chapter 38 in text—Arguing. • Read all documents in The Argumentative Essay (Essay #2) folder. Due by Monday, February 15 at midnight. Submit thesis by email for approval as soon as possible. • Take Grammar Test 2. • Take Vocabulary Exam Unit 8 (Vocabulary Study). 	<p>*1, 2, 3 **a, c</p>
<p>Week 5 February 8 – February 14</p> <p>The required proctored event for this class is scheduled for the following dates and times: Thursday, February 25, 2021 from 9:00 am – 1:00 pm.</p>	<p>Vocabulary</p> <p>Grammar Handbook L Sections 1-10</p> <p>Chapter 13</p> <p>Chapter 38</p>	<p>Readings</p> <p>Discussion Board</p> <p>Research/Dr afting</p> <p>Researched Writing</p> <p>Arguing Grammar Handbook L Sections 1-10</p> <p>Grammar Section 3</p>	<p><u>Blackboard Assignments for this week are due Monday, February 15 at midnight.</u></p> <ul style="list-style-type: none"> • Work on Vocabulary Unit 9 in preparation of upcoming Vocabulary quiz. • Read “Thank you Old People” and post to forum by midnight Wednesday. Respond to at least two other posts by Monday at midnight. *There is no quiz over this essay—only a Discussion Board. • Review your calendar for next week’s work and plan accordingly. • Check email and announcements for updates. • Read, study, and complete Grammar Handbook L (Sections 1-10) in textbook and in BB. (Complete grammar exercises in Bb that correspond with Grammar Handbook Sections.) <ul style="list-style-type: none"> • Argumentative Essay due. (Use drop box found in Argumentative Essay folder.) • Take Grammar Test 3. 	<p>*1, 2, 3, **a</p>

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 6 February 15 (February 15- 65%) – February 21</p> <p>The required proctored event for this class is scheduled for the following dates and times: Thursday, February 25,2021 from 9:00 am – 1:00 pm.</p>	<p>Chapter 11</p> <p>Vocabulary</p> <p>Chapter 10</p> <p>Chapter 11</p> <p>Vocabulary</p> <p>Grammar Handbook P Sections 1-11</p> <p>Chapter 67</p>	<p>Readings</p> <p>Responding to Literature</p> <p>Discussion Board</p> <p>Memoirs</p> <p>Vocabulary</p> <p>Grammar</p>	<p><u>Blackboard Assignments for this week are due Monday, February 22 at midnight.</u></p> <p>Read and annotate “Letter to America” by Annie Wortham.</p> <ul style="list-style-type: none"> • Take quiz on “Letter to America.” • Read “Never Give Up” and take quiz • Vocabulary List 3-Complete chart to prepare for quiz. • Read, study, and complete Grammar Handbook P (Sections 1-11) in textbook and in BB. (Complete grammar exercises in Bb that correspond with Grammar Handbook Sections.) • Take Vocabulary Exam Unit 9. • Read Chapter 10 in text, “Writing a Literacy Narrative.” • Grammar 4 will be included as part of Grammar/Vocabulary Final. • Read “The Red Chevy” in Readings. Then, take quiz over “The Red Chevy” in Reading Quizzes. • Read all documents in The Memory Paper (Writing Lessons) (Your final essay will be a timed memory essay-Proctored Event.) 	<p>*1, **a</p>

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 7 February 22 – February 28</p>	<p>PROCTORED EVENT THIS WEEK The required proctored event for this class is Thursday, February 25,2021 from 9:00 am – 1:00 pm. You must be logged into the class during this time.</p>	<p>GRAMMAR EXAM: Unit 4 Grammar Vocabulary</p>	<p><u>Blackboard Assignments for this week are due Monday, March 1 at midnight.</u></p> <p>Proctored Event:</p> <ul style="list-style-type: none"> • Grammar Final (Test #4) • Writing Final (Memory Essay. You will be given prompt during assigned proctored exam.) • Vocabulary Exam Units 7-9 	<p>*1, 2, 3, **a, c</p>
<p>Week 8 March 1 – March 7</p>		<p>Course Evaluation</p>	<ul style="list-style-type: none"> • Course Evaluation 	

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.

ENG 1101 Essay Rubric

Content: <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 • Proves thesis 		0 1 2 3 4 5
Organization: <ul style="list-style-type: none"> • Title appropriate and formatted correctly (APA) • 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 		0 1 2 3 4 5
Content & Organization	40% (x4)	
Sentence Style & Syntax <ul style="list-style-type: none"> • Sentence structures and beginnings varied • Sentences complex • Efficient and sophisticated word use • Transitions between and within sentences 		0 1 2 3 4 5
Diction & Spelling <ul style="list-style-type: none"> • Accurate diction • Correct word forms and endings • Correct spelling 		0 1 2 3 4 5
Sentence Style & Syntax/Diction & Spelling	20% (x2)	
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 • Correct pronoun reference • Correct use of apostrophes and quotation marks • Correct use of commas • Correct capitalization 		0 1 2 3 4 5
Grammar & Mechanics	25% (x5)	
Creativity & Imagination Paper is insightful, original, and sophisticated. Student shows exceptional imagination and/or critical thinking.		0 1 2 3 4 5
	15% x (3)	
Notes: *A 10-point deduction will be taken if the essay is not formatted properly.	Total Grade	

P. Frost Discussion Board Rubric

All discussion boards **MUST** contain **one** post and a minimum of **two** replies. Original Post must contain a minimum of **100 words**. Replies must contain a minimum of **50 words**.

100: Initial post is at least 100 words. Two response posts are at least 50 words apiece. There are few if any grammatical, spelling, mechanical, or capitalization errors.

75: Initial post is at least 100 words. One response post is at least 50 words. There are few if any grammatical, spelling, mechanical, or capitalization errors.

50: There is only initial post of at least 100 words. There are few if any grammatical, spelling, mechanical, or capitalization errors.

25: There is only one response post of at least 50 words. There are few if any grammatical, spelling, mechanical, or capitalization errors.

*In addition to above, points may be deducted at instructor's discretion for content, connectivity, professionalism as deemed necessary