ENGL 1010 Fundamentals of English
COURSE SYLLABUS
Online
Spring Semester (B) 2022

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Vidalia/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard
Class Meets: Via Internet for 7.5 weeks/March 8- May 5)
Course Reference Number (CRN): 40256
Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Pete Frost
Email Address: Pete Frost (pfrost@southeasterntech.edu)
Vidalia/Office Location: 407
Office Hours**:** Monday – Thursday; 2:00-5:00

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

REQUIRED TEXT

Langan, J.(2020). English skills with readings (10th ed.).Boston: McGraw-Hill. ISBN # 978-1-2608-9989-4

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 communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the mySTC tab on STC's Website. Email can also be accessed 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.

- 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!**

DISCUSSION BOARDS
For 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.

COVID-19 MASK REQUIREMENT
Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab 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
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)

COVID-19 Key Symptoms
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVD-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using https://www.southeasterntech.edu/covid-19/. 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 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.

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.

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: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas (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: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210
Vidalia Campus: 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 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 accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on 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. The event will be monitored by the instructor or by an approved proctor. 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. 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 given a zero for the proctored event.

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, May 2 at 3:00pm (Vidalia campus) or Tuesday, May 3 at 3:00pm (Swainsboro campus).

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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	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

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).

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
Writing Assignments	30%
Tests	25%
Quizzes/DBs	10%
Grammar Final	15%
Writing Final/PE*	20%

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 (B) 2022 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 **March 8-** **March 10** **PROCTORED EVENT** **The required proctored event for this class is scheduled on the following dates and times: Monday, May 2 at 3:00pm (Vidalia campus) or Tuesday, May 3 at 3:00pm (Swainsboro campus).**	Chapter 19 Chapter 21 Chapter 22	Introduction to Course Syllabus STC Policies Blackboard Workshop Subjects and Verbs Fragments Run-ons	**Blackboard Assignments for this week are due Monday, March 14 at midnight.** • Read all documents under Getting Started/Start Here and complete Southeastern Technical College's (STC) Acknowledgment and Student Introduction to maintain your seat in the class. **DO THIS BY March 10 at midnight.** The Student Introduction is a Discussion Board. The initial post should be at least 100 words. Then, respond to two classmates with at least 50 words apiece. • Print and read thoroughly the Syllabus and Lesson Plans. • Read and become familiar with all tabs on the left of the class in Blackboard. • Read and study Chapters 19,21, and 22 in text. • Go to Grammar Lessons. Complete everything in **1.**Subjects and Verbs Folder AND **2.** Fragments and Run-ons folder. • Go to Grammar Tests. Complete Grammar Test #1 (Covers chapters 19, 21, and 22; test actually consists of two short tests.)	*1, 2, 3 a, c,

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 **March 14 – March 17** **PROCTORED EVENT** **The required proctored event for this class is scheduled on the following dates and times: Monday, May 2 at 3:00pm (Vidalia campus) or Tuesday, May 3 at 3:00pm (Swainsboro campus).**	Chapter 2 Chapter. 3 Chapter 4 Chapter 9 Chapter 23 Chapter 25	The Four Bases and the Writing Process First and Second Step in Writing The Third Step in Writing Exemplification Paragraph Regular and Irregular Verbs pages 394-401 Standard English Verbs pages 402-409	**Blackboard assignments for this week are due by Monday, March 21 at midnight.** • Read Chapter 2 The Four Bases and the Writing Process in text *English Skills with Readings* by Langan. • Read Chapter3 First and Second Step in Writing • Read Chapter 4 The Third Step in Writing • Read thoroughly Chapter 9 on Exemplification Writing. • Read "All the Good Things" pages (pp) 574-578. • Go to Writing Lessons. Read, watch, and/or complete everything in The Writing Process folder and Exemplification Writing folder. • Read Chapters 23 and 25 Regular and Irregular Verbs and Standard English Verbs. • Go to Grammar Lessons. Complete everything in Verbs (Regular, Irregular, and Standard English Verbs) folder. • Go to Writing Assignments and complete Exemplification/Example paragraph assignment and attach as a Word document in drop box. (Be sure to read "Formatting for Paragraphs" in the Writing folder prior to submission.) • Go to Grammar Tests. Complete Grammar Test #2 (Covers chapters 22-23)	*1, 2, 3, 5 a, c,

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3 **March 21 – March 24** **PROCTORED EVENT** **The required proctored event for this class is scheduled on the following dates and times: Monday, May 2 at 3:00pm (Vidalia campus) or Tuesday, May 3 at 3:00pm (Swainsboro campus).**	Chapter 5 Chapter 6 Chapter 11 Chapter 30 Chapter 32 Chapter 33	Fourth Step in Writing Process Four Bases for Revising Writing Cause and Effect Paragraph Capital Letters pages 447-455. Apostrophes pages 460-467 Quotation Marks pages 468-475	**Blackboard assignments for this week are due by Monday, March 28 at midnight.** • Read Chapter 5 Fourth Step in Writing Process • Read Chapter 6 Four Bases for Revising Writing • Go to Discussion Boards (DB). Complete Discussion Boards #1 and #2. (Please adhere to DB rubric found in Grading Rubrics.) • Read thoroughly Chapter 11 on Cause/Effect Writing. • Go to Writing Lessons. Read, watch, and/or complete everything in the Cause and/or Effect Writing folder. • Read "How They Get You to Do That," pages 644-651 in text. Go to Writing Lessons/Cause and/or Effect Writing, and complete the assignment (Vocab in Context and Reading Comprehension Questions, pages 649-651) and post answers. • Read Chapters 30, 32, and 33; Capital Letters, Apostrophes, and Quotation Marks. • Go to Grammar Lessons. Complete everything in Capital Letters, Apostrophes, and Quotation Marks folder. • Go to Writing Assignments and complete the Cause or Effect paragraph assignment and attach as a Word document in drop box. • Go to Grammar Tests. Complete Grammar Test #3. (Covers chapters 30, 32, and 33.)	*1,2,3,5 a,c,

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 4 **March 28 – March 31** **PROCTORED EVENT** **The required proctored event for this class is scheduled on the following dates and times: Monday, May 2 at 3:00pm (Vidalia campus) or Tuesday, May 3 at 3:00pm (Swainsboro campus).**	Chapter 24 Chapter 28 Chapter 29 Chapter 34 Chapter 12	Subject /Verb Agreement Adjectives/Adverbs Misplaced/Dangling Modifiers Commas Comparison/Contrast	**Blackboard assignments for this week are due by Monday, April 4 at midnight.** • Go to Discussion Boards. Complete Discussion Boards #3, #4, and #5. (Please adhere to DB rubric found in Grading Rubrics.) • Read thoroughly Chapter 11 on Comparison/Contrast Writing. • Go to Writing Lessons. Read, watch, and/or complete everything in the Comparison/Contrast Writing folder. • Read "Rowing the Bus" pp 580-585. Go to Writing Lessons/Comparison/Contrast Writing, and complete the assignment (Vocab in Context and Reading Comprehension Questions, pages 584-585) and post answers. • Read Chapters 27, 28, and 34: Adjectives and Adverbs; Misplaced and Dangling Modifiers; and Commas and complete all assignments in the corresponding folders. • Go to Grammar Lessons. Complete everything in **1.**Subject/Verb Agreement; 2. Misplaced/Dangling Modifiers; and **3.** Commas folder • Go to Writing Assignments and complete the Comparison/Contrast paragraph assignment and attach as a Word document in drop box • Go to Grammar Tests. Complete Grammar Test #4 and #5 (Covers chapters 24, 28, 29, and 34.)	*1, 2, 3, 5 **a, b,
Week 5 **April 4-7** **SPRING BREAK**	**SPRING BREAK**	**SPRING BREAK**	**SPRING BREAK**	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 6 April 11 – April 14 (65% point of semester is April 18.) **PROCTORED EVENT** **The required proctored event for this class is scheduled on the following dates and times: Monday, May 2 at 3:00pm (Vidalia campus) or Tuesday, May 3 at 3:00pm (Swainsboro campus).** **.**	Chapter 7 Chapter 26 Chapter 27	Description Pronoun Agreement and Reference Pronoun Types Descriptive Paragraph Writing the Essay	**Blackboard assignments for this week are due by Monday, April 18 at midnight.** • Go to Discussion Boards. Complete Discussion Boards #6 and #7. (Please adhere to DB rubric found in Grading Rubrics.) • Read thoroughly Chapter 7 on Descriptive Writing. • Go to Writing Lessons. Read, watch, and/or complete everything in the Descriptive Writing folder. • Read Chapters 25 and 26: Pronoun Agreement and Reference; and Pronoun Types. • Go to Grammar Lessons. Complete everything in Pronouns folder. • Go to Writing Assignments and complete the Descriptive paragraph assignment and attach as a Word document in drop box. This assignment is OPTIONAL. You may want to complete it if you need to bring up your grade. It will not count against you if you do not complete it. • Go to Grammar Tests. Complete Grammar Test # 6. (Covers chapters 26 and 27.)	*1, 2, 3, 5 **a ,b,

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 7 **April 18- April 21** **(65% point of semester is April 18.)** **PROCTORED EVENT** **The required proctored event for this class is scheduled on the following dates and times: Monday, May 2 at 3:00pm (Vidalia campus) or Tuesday, May 3 at 3:00pm (Swainsboro campus).**	Chapter 35 Chapter 36 Chapter 37 Chapter 16	Other Punctuation Marks Commonly Confused Words Effective Word Choice Writing the Essay	**Blackboard assignments for this week are due by Monday, April 25 at midnight.** • Go to Discussion Boards. Complete Discussion Boards #8, #9, and #10 (Please adhere to DB rubric found in Grading Rubrics.) • Read thoroughly Chapter 16 on Writing the Essay. • Go to Writing Lessons. Read, watch, and/or complete everything in The Five Paragraph Essay folder. • Read Chapters 35, 36, and 37: Other Punctuation Marks; Commonly Confused Words; and Effective Word Choice. • Go to Grammar Lessons. Complete everything in the Other Punctuation Marks, Commonly, Confused Words, and Effective Word Choice folder. • Prepare to write Essay at Proctored Event. (Final Essay exam) • Chapters 35, 36, and 37 will be part of Final Grammar Exam, (but study all of the Grammar sections) for the Proctored Event.	*1, 2, 3, 5 **a, b,

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 8 **April 26 – April 21** **(65% point of semester is April 18.)** **PROCTORED EVENT NEXT WEEK** **The required proctored event for this class is scheduled on the following dates and times: Monday, May 2 at 3:00pm (Vidalia campus) or Tuesday, May 3 at 3:00pm (Swainsboro campus).**		Review for Finals: **Grammar Final** **Essay Final** **Readings**	**<u>Blackboard assignments for this week are due by Monday, May 2 at midnight.</u>** • Review for Finals • Readings	*1, 2, 3, 5 **a, b,
Week 9 **May 2 – May 5**		Course Evaluations Term Ends	Proctored Event: • Five-paragraph essay • Grammar Final Course Evaluations Term Ends	

*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.

Paragraph Rubric

CRITERIA	SCORE
Example • Examples to support topic sentence • Examples stated clearly in specific language • Transitional words used to link examples	20
Writing Process • Evidence of brainstorming & organizing ideas • Evidence of drafts and revisions • Considers audience	5
Topic Sentence • States topic • Expresses purpose for writing • Focused • Restated in Concluding Sentence	20
Support • Sufficient Explanations and Details • Points clarified with explanations that limit and focus the main idea • All examples and explanations relate to main point (unity) • Examples are clear (clarity) • Organized according to purpose	25
Format • Title appropriate and correct • Formatted correctly	10
Grammar • No fragments • No run-ons • No problems with capital letters • No spelling errors	20
A ten-point penalty will be applied if **ALL** instructions are not followed. **Total Points**	

ENGLISH 1010 Final Essay Rubric

Content: • Clearly defined thesis • Clearly defined context/purpose/audience • Specific and relevant details/supporting examples/evidence and data • Adequate Analysis, explanation, and/or discussion		0 1 2 3 4 5
Organization: • 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 • 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 • Accurate diction • Correct word forms and endings • Correct spelling		0 1 2 3 4 5
Sentence Style & Syntax/Diction & Spelling	**20% (x2)**	
Grammar & Mechanics • 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:	**Total Grade**	

Discussion Board Rubric (DB)

*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. Response posts are 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.