



**ENGL 1101 – Composition and Rhetoric
COURSE SYLLABUS
Online
Spring Semester 2020**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40286

Preferred Method of Contact: [Laguanda Thomas \(lthomas@southeasterntech.edu\)](mailto:lthomas@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Laguanda Thomas

Email Address: [Laguanda Thomas \(lthomas@southeasterntech.edu\)](mailto:lthomas@southeasterntech.edu)

Campus/Office Location: Swainsboro/ Room 2132, Building 2

Office Hours: Monday and Wednesday 8:00-10:00 a.m. and Tuesday and Thursday 8:00-11:00 a.m.

Phone: 478.289.2219

Fax Number: 478.289.2263

Tutoring Hours (if applicable): MW-9:00-11:00 & TR-1:00-3:00

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

REQUIRED TEXT

Bullock, R., Goggin, M., & Weinberger, F. (2019). *The Norton field guide to writing with readings and handbook*. (5th ed.). New York, NY: W.W. Norton & Company.

REQUIRED SUPPLIES & SOFTWARE

Folder with pockets, loose-leaf paper, binder, pencils, pens, **reliable** internet access, Student E-mail account, and access to STC's Remote Lab Access -- Students are required to use Microsoft Applications for this class, specifically Microsoft Word.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor 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

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 a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

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.

COURSE OUTLINE

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

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 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 Tuesday of each week at 11:59 p.m. **Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard. Failure to submit in Blackboard can result in a zero for the assignment.**

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.

BASIC ERRORS

Certain errors in writing are called basic or failing errors. A pattern of such errors must be eliminated from writing assignments. Errors include the following:

1. Lack of clarity at the sentence level
2. Subject-verb agreement errors
3. Comma splices and run-on or fused sentences
4. Sentence fragments
5. Incorrect verb forms
6. Spelling errors
7. Pronoun-antecedent agreement

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 Tuesday 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.

CHECKING GRADES

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

NO HARM NO FOUL POLICY

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty only if they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the semester. **(For Spring Semester, that day will be January 9). The student must formally withdraw from classes in order to receive the no harm-no foul benefit.** The student will be charged for the class unless he/she formally withdraws.

NO SHOW REQUIREMENT

It is the student's responsibility to have all materials for the course on the first day of the semester. This is student responsibility in a traditional, hybrid, or online course. To be considered in attendance, the student must complete the following assignments:

- Getting Started Orientation
- Pledge Acknowledgement Quiz
- Student Introduction Discussion
- Blackboard Orientation Quiz
- Send Instructor an email from student email account

Please complete these assignments within the **first three days of the course or by January 9, 2020 (11:59 p.m.)**.

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

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 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 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: Vidalia Campus, November 19, 2020:00-4:00 p.m., (Room 405) and Swainsboro Campus, November 21, 1:00-3:00 p.m. (Room 2131).

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

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:

<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 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
Discussion	20%
Quizzes	20%
Essays	40%
Proctored Event/Exam	20%

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 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1	Getting Started	<p>Print Syllabus</p> <p>Navigate to your English 1101 Course in Blackboard and select the Getting Started link provided in the Course Menu.</p> <ul style="list-style-type: none"> • Read all of the information in the folder • Complete the Getting Started Orientation and Pledge Acknowledgement Quiz due January 9, 2020. <p>Navigate to your English 1101 Course in Blackboard and select the Blackboard Orientation link provided in the Course Menu.</p> <ul style="list-style-type: none"> • Complete the Blackboard Orientation and Quiz by January 9, 2020. <p>Navigate to your English 1101 Course in Blackboard and select the Getting Started link provided in the Course Menu.</p> <ul style="list-style-type: none"> • Complete the Student Introduction Discussion Board. Please post your introduction and reply to two other students in the course (due January 9, 2020, 11:59 p.m). <p>Navigate to your English 1101 Course in Blackboard and select the Send Email link provided in the Course Menu.</p> <ul style="list-style-type: none"> • Send an email from your Office 365 student email account by August 20, 2020. This email must come from your Southeastern Technical College (STC) email to receive credit. 	<p>Complete Blackboard Orientation, Blackboard Orientation Quiz, and Pledge Acknowledgement Quiz within the first three days of class-January 9, 2020. Students who do not complete these two assignments by January 9 will be considered a No Show and deleted from the course roster.</p> <p>Complete the Student Introduction Discussion Board, Send an email from your Office 365 student email account by January 9, 2020.</p> <p>Send an email from your Office 365 student email account by January 9, 2020. This email must come from your Southeastern Technical College (STC) email to receive credit.</p>	<p>*1,2,3,4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2	Lesson Folder 1: The Writing Process and Plagiarism	<p>The Writing Process and Plagiarism</p> <p>Read chapters below in textbook, <i>The Norton Field Guide to Writing with Readings and Handbook</i>:</p> <p>Chapter 1: Writing in Academic Contexts</p> <p>Chapter 2: Reading in Academic Contexts</p> <p>Chapter 3: Summarizing and Responding</p> <p>Chapter 4: Developing Academic Habits of Mind</p> <p>Watch Videos on American Psychological Association (APA) Style in Folder 1: The Writing Process, Plagiarism, and APA Style.</p> <p>Read Chapter 52: "Acknowledging Sources, Avoiding Plagiarism"</p> <p>Read Chapter 53: "Documentation"</p> <p>Read Chapter 55: APA Style Review all materials and/or videos within the folder.</p> <p>Navigate to your English 1101 Course in Blackboard and select the "Quizzes" link provided in the Course Menu.</p> <ul style="list-style-type: none"> • Complete the Plagiarism Quiz. • Complete the APA Quiz. 	<p>APA Quiz and Plagiarism Quiz Due: Tuesday, January 21, 2020 at 11:59 p.m.</p> <p>Note: Be sure to review Week 2 grammar lesson as well.</p>	<p>*1,2,3,4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 (Grammar)	Lesson Folder 1A: Grammar	<p>Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu. Once in “Lessons,” select “Folder 1A: Grammar” and complete the Syntax Quiz</p> <p>Grammar Lesson</p> <ul style="list-style-type: none"> Review the Sentences section of your handbook sections S-1, S-2, & S-3 to prepare for this quiz. Complete the selected Grammar Quizzes (Syntax). This quiz covers "Common Errors: Fragments and Run-ons" from the handbook section of your textbook. 	Syntax Quiz Due: Tuesday, January 21, 2020 at 11:59 p.m.	*1,2,3,4,5 **a,b,c
Week 3	Personal Narrative Essay	<p>Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu.</p> <p>Personal Narrative Essay</p> <ul style="list-style-type: none"> Read Chapter 40: Describing and Chapter 45: Narrating in <i>The Norton Field Guide to Writing with Readings and Handbook</i> and review all materials and/or videos within the folder. Complete the Personal Narrative Essay DRAFT Assignment <p>Navigate to your English 1101 Course in Blackboard and select the “Quizzes” link provided in the Course Menu.</p> <p>Personal Narrative Essay Quiz</p> <ul style="list-style-type: none"> Complete the Personal Narrative Essay Quiz. Continue drafting, revising, editing, and proofreading Personal Narrative Essay. 	<p>Review all material over the Personal Narrative Essay. Begin drafting Writing Assignment 1: Personal Narrative Essay (Do not submit this week). Final Draft of Personal Narrative Essay due: February 11, 2020 by 11:59 pm.</p> <p>Personal Narrative Essay Quiz Due: January 28, 2020 at 11:59 p.m.</p>	*1,2,3,4,5 **a,b,c

<p>Week 4</p>	<p>Verbs Commas Quotation Marks</p> <p>Personal Narrative Essay</p>	<p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu. Once in "Lessons," select "Folder 1A: Grammar" and complete the Verb Quiz</p> <p>Grammar Lesson</p> <ul style="list-style-type: none"> Review the Sentences sections of your handbook sections "S-4: Verbs" and "S-5: Subject-Verb Agreement" to prepare for your quiz. Complete the selected Grammar Quiz (Verbs). This quiz covers Verb Tenses and S-Verb Agreement from the handbook section of your textbook. For practice before taking the quiz, test your knowledge in "Folder 1A: Grammar" <p>Complete Grammar Practice Exercises and Answers</p> <ul style="list-style-type: none"> Verb tense shifts Subject-Verb Agreement <p>Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu. Once in "Lessons," select "Folder 1A: Grammar" and complete the Punctuation Quiz</p> <p>Grammar Lesson</p> <ul style="list-style-type: none"> Review the Punctuation sections of your handbook sections "P-1: Commas" and "P-4: Quotation Marks" to prepare for your quiz. Complete the selected Grammar Quiz (Punctuation). This quiz covers "Commas" and "Quotation Marks" from the Punctuation section of your textbook. 	<p>Verb Quiz and Punctuation Quiz Due: February 4, 2020 at 11:59 p.m.</p> <p>Reminder: Final Draft of Personal Narrative Essay due: February 11, 2020 by 11:59 pm. Continue to work through the writing process of the Personal Narrative Essay Assignment.</p>	<p>*1,2,3,4,5 **a,b,c</p>
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Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<ul style="list-style-type: none"> For practice before taking the quiz, test your knowledge in "Folder 1A: Grammar" Complete Grammar Practice Exercises and Answers <ul style="list-style-type: none"> Commas 		
Week 5	Personal Narrative Essay	Navigate to your English 1101 Course in Blackboard and select the "Lessons" link provided in the Course Menu Personal Narrative Essay <ul style="list-style-type: none"> Complete the Personal Narrative Essay Final Assignment. Navigate to your English 1101 Course in Blackboard and select the "Discussion Board" link provided in the Course Menu <ul style="list-style-type: none"> Complete the discussion board for the Personal Narrative Essay. Note: This is the first discussion over course material this semester. Please remember to Post to the discussion forum 3 times before the deadline. Your initial post should be 200 words or more and the 2 replies should be 100 words or more.	Personal Narrative Essay Final Draft Due: February 11, 2020 by 11:59 p.m. Complete the discussion board for the Personal Narrative Essay (due February 11, 2020 by 11:59 p.m.) . Be sure to reply to two other students in the course and meet the minimum word count for the initial post and replies to peers.	*1,2,3,4,5 **a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 6	Rhetorical Analysis	<p>Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu</p> <p>Rhetorical Analysis Essay</p> <ul style="list-style-type: none"> • Read Chapter 11 in the textbook <i>The Norton Field Guide to Writing with Readings & Handbook</i> and review all materials and/or videos within the folder. • Begin drafting the Rhetorical Analysis Essay Assignment. The drop box is located in the Rhetorical Analysis Essay Assignment Folder. • To prepare for this essay, please read the chapter in the textbook and all material related to the assignment. The assignment instructions and rubric should be printed and read thoroughly before beginning the draft. You should also print the speech transcript for analysis and essay template to guide the drafting stage. Be sure to watch “The Girl Who Silenced the World for 5 Minutes” video several times before beginning the assignment. 	<p>Rhetorical Analysis Essay Due Tuesday, March 3, 2020, 11:59 p.m.</p> <p>Note: Be sure to review Week 6 grammar lesson as well.</p>	<p>*1,2,3,4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 6 (Grammar)	Pronouns	Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu. Once in “Lessons,” select “Folder 1A: Grammar” and complete the Pronoun Quiz Grammar Lesson <ul style="list-style-type: none"> • Review the Pronoun sections of your handbook section "S-6: Pronouns" to prepare for your quiz. • Complete the selected Grammar Quiz (Pronouns). This quiz covers Pronouns from the Sentences (S-6) section of your textbook. 	Pronoun Quiz Due: Tuesday, February 18, 2020 at 11:59 p.m.	*1,2,3,4,5 **a,b,c
Week 7	Rhetorical Analysis Essay	Navigate to your English 1101 Course in Blackboard and select the “Quizzes” link provided in the Course Menu Rhetorical Analysis Quiz <ul style="list-style-type: none"> • Complete the Rhetorical Analysis Quiz 	Rhetorical Analysis Quiz Due: Tuesday, February 25, 2020 at 11:59 p.m.	*1,2,3,4,5 **a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 8	Rhetorical Analysis Essay	<p>Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu. Click on the Rhetorical Analysis Essay Assignment Folder to submit final draft.</p> <p>Rhetorical Analysis Essay</p> <ul style="list-style-type: none"> • Complete the Rhetorical Analysis Essay Final Draft. <p>Navigate to your English 1101 Course in Blackboard and select the “Discussion Board” link provided in the Course Menu</p> <ul style="list-style-type: none"> • Complete the discussion board for the Rhetorical Analysis Essay. Please remember to Post to the discussion forum 3 times before the deadline. Your initial post should be 200 words or more and the 2 replies should be 100 words or more. 	<p>Rhetorical Analysis Essay Final Draft Due: Tuesday, March 3, 2020 by 11:59 p.m.</p> <p>Rhetorical Analysis Discussion Board Due: Tuesday, March 3, 2020 at 11:59 p.m.</p>	<p>*1,2,3,4,5 **a,b,c</p>

<p>Week 9-12</p>	<p>Lesson Folder: Research and Lesson Folder 4: The Argumentative Essay</p>	<p>Review part 7, Chapter 47-55: “Doing Research” excluding MLA Format in <i>The Norton Field Guide to Writing with Readings & Handbook</i> and review all materials and/or videos within the folder. Review any material over APA from previous weeks.</p> <p>Navigate to your English 1101 Course in Blackboard and select the “Quizzes” link provided in the Course Menu</p> <ul style="list-style-type: none"> • Complete the Argumentative Essay Quiz <p>Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu and click on the Research folder</p> <p>Research</p> <ul style="list-style-type: none"> • Read the Research Guide in the Research Folder. • Read and Review Part 7: “Doing Research” excluding “Chapter 54: MLA Style” in <i>The Norton Field Guide to Writing with Readings & Handbook</i> and review all materials and/or videos within the folder. • Choose a topic • Begin researching your topic. Sources should come from Galileo. The Galileo link is provided in the Course Menu of the course in Blackboard. Sources found on the internet must be .org, .edu, or .gov. You are only allowed to use one source that does not come from Galileo. Find 3-4 sources that prove your thesis and begin the reference page 	<p>Note: Topics that students should NOT choose: abortion, gay marriages, legalizing marijuana, and the death penalty.</p> <p>Argumentative Essay Quiz Due: Tuesday, March 17, 2020, 11:59 p.m.</p> <p>Argumentative Essay Reference Page Due: Tuesday, March 24, 2020 at 11:59 p.m.</p> <p>Research Discussion Board Due: Tuesday, March 31, 2020 at 11:59 p.m.</p>	<p>*1,2,3,4,5 **a,b,c</p>
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Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<p>(bibliography). These 3-4 sources should be the reference entries included on the reference page of the final draft of the argumentative essay and should be formatted according to APA guidelines. Submit the reference page in the dropbox labeled “Reference” in the Research folder.</p> <p>Navigate to your English 1101 Course in Blackboard and select the “Discussion Board” link provided in the Course Menu Complete the discussion board for the Research Discussion Board. Please remember to Post to the discussion forum 3 times before the deadline. Your initial post should be 200 words or more and the 2 replies should be 100 words or more.</p> <p>Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu</p> <p>Argumentative Essay</p> <ul style="list-style-type: none"> • Use the Argumentative Essay template to begin drafting your essay. Be sure to include a thesis statement and all other parts on the template. • When you complete the reference page and submit, continue to draft the argumentative essay. 		
Spring Break	March 6-9	No deliverables during this week.	Students can continue to work on essays.	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 13	Lesson Folder 4: Argumentative Essay	<p>To ensure that you are integrating your research according to APA guidelines, please review materials in folder titled, Planning and Drafting the Argumentative Essay. Be sure to review Integrating Research, Developing Body Paragraphs, and Quoting Paraphrasing and Summarizing.</p> <p>Once you have finished reviewing these items, navigate to your English 1101 Course in Blackboard and select the “Quizzes” link provided in the Course Menu</p> <ul style="list-style-type: none"> • Complete the Incorporating Sources Quiz. <p>Navigate to your English 1101 Course in Blackboard and select the “Lessons” link provided in the Course Menu</p> <p>Argumentative Essay</p> <ul style="list-style-type: none"> • Complete the Argumentative Essay Final Draft. 	<p>Argumentative Essay Final Draft Due: Tuesday, April 14, 2020 at 11:59 p.m.</p> <p>Incorporating Sources Quiz Due: Tuesday, April 14, 2020 at 11:59 p.m.</p>	<p>*1,2,3,4,5 **a,b,c</p>
Week 14	Proctored Event: Please read information under the “Proctored Event” heading in the course syllabus.	Students can choose between the two dates provided and campus preferred; however, the event is a mandatory requirement to pass the course.	<p>Vidalia Campus: Tuesday, April 21, 2020. Location: Room 405 Time: 2:00-4:00 p.m.</p> <p>Swainsboro Campus: Thursday, April 23, 2020. Location: Room 2131 Time: 1:00-3:00 p.m.</p>	<p>*1,2,3,4,5 **a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 15	All Lessons	Navigate to your English 1101 Course in Blackboard and select the "Discussion Board" link provided in the Course Menu <ul style="list-style-type: none"> • Complete the Reflection discussion board. 	Reflection Discussion Board Due: April 28, 2020, 11:59 p.m. You only are required to complete an initial post for this discussion. The replies are optional.	*1,2,3,4,5 **a,b,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.