



**ACCEL ENGL 1102  
Composition and Rhetoric  
COURSE SYLLABUS  
Spring Semester 2016**

**Semester: Spring**  
**Course Title: Literature and Composition**  
**Course Number: 1102**  
**Credit Hours/ Minutes: 3/2250**

**Class Location: Room 405**  
**Class Meets: 9:00-9:50; M-R**  
**CRN: 40340**

**Instructor: P. Frost**  
**Office Hours:  
M-Th 2-5:30**  
**Office Location: Main Building 407**  
**Email Address:  
cmathews@southeasterntech.edu**  
**Phone: 912-538-3163**  
**Fax Number: 912-538-3156**  
**Tutoring Hours: W 12:30-1:00**

**REQUIRED TEXTS:**

1. Kennedy, X. J., & Gioia, D. (2008). Backpack Literature with MyLitLab. (4th ed.). New York: Pearson Longman.
2. McKeague, P. (2009). Writing about Literature: Step by Step. (9<sup>th</sup> ed.). Dubuque: Kendall-Hunt.
3. Mish F. (Ed.). (1999). Merriam-Webster's Collegiate Dictionary (10<sup>th</sup> ed.). Springfield: Merriam-Webster. (Students may select either the hardback or paperback edition.)

**REQUIRED SUPPLIES & SOFTWARE:** Folder with pockets, loose-leaf paper and binder, pencils, pens, reliable internet access, MyLab account, personal e-mail account, and access to STC's Information Delivery System (IDS). Students are required to use Microsoft Applications for this class, specifically Microsoft Word, for all writing.

**COURSE DESCRIPTION:**

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

**MAJOR COURSE COMPETENCIES:** Topics includes reading and analysis of fiction, poetry, and drama; advanced research methods; and writing about literature.

**PREREQUISITE(S):** Eng. 1101 with a C or better

**COURSE OUTLINE:**

1. Analysis of Writing Techniques Used in Selected Readings
2. Writing Practice
3. Editing and Proofreading
4. Research Skills
5. Oral Presentation Skills

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## **STUDENT REQUIREMENTS:**

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. Instructor requires students to submit all assignments through the ANGEL learning system. Exams will be taken on ANGEL either within the classroom or as a hybrid assignment. Students are required to submit all work in **Microsoft Word**. Angel assignments including essays, research papers, and drop box submissions which are not submitted through **Microsoft Word** will not receive credit. Instructor requires **All assignments in MLA format and submitted digitally**. **Assignments are to be submitted through digital drop box or discussion boards only!**

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

**SPECIAL NEEDS:** *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Building 1 Room 1208, Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

**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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley (478) 289-2274 -- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...):** No make-ups will be allowed for any assignments or tests. A grade of zero will be given for all assignments not completed by the due date. No exceptions, so please do not ask.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

#### **--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.

#### **--Second Offense--**

Student is given a grade of "WF" 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.

#### **--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 second offense. The Vice President for Student

Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**GRADING POLICY**

Writings=45%;  
Tests=20%;  
HW/Quizzes=15%  
Final Exam=20%;

**GRADING SCALE**

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

**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.*

**This is a working syllabus and is subject to change before Spring Semester 2016.**