



**ENGL 1010: Fundamentals of
English I
COURSE SYLLABUS
Summer Semester 2017
Hybrid: 60/40**

Semester: 201716

Course Title: Fundamentals of English I

Course Number: ENG 1010

Credit Hours/ Minutes: 3 / 2250

Class Location: Blackboard/ Room 2131 (BLDG 2)

Class Meets: Hybrid 60%/ F2F 40% MW- 2:30-3:45

CRN: 60007

Preferred Method of Contact: STC student email

Instructor: Laquanda Thomas

Office Hours: MW: 8-10 & TR: 8-10

Office Location: Rm. 2132-Building 2-Swainsboro

Email Address: lthomas@southeasterntech.edu

Phone: 478.289.2219

Fax Number: 478.289.2263

Tutoring Hours: Monday & Wednesday- 11:00-1:00

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

REQUIRED TEXT: Langan, John. (2015). *English Skills with Readings*. 9th ed. New York, NY: McGraw-Hill.

REQUIRED SUPPLIES & SOFTWARE: flash drive, loose leaf paper and binder, pencils, blue-black pens, and access to Internet and STC's Information Delivery System (IDS).

Note: Although students can use their smart phones and tablets to access the online portion of 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 complete the online portion of the course.

COURSE DESCRIPTION: Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

MAJOR COURSE COMPETENCIES:

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

PREREQUISITE(S): ENGL 0090 OR Appropriate Placement Test Score AND READING 0090—Reading II OR Appropriate Placement Test Score.

COURSE OUTLINE:

1. Analysis of Writing

2. Applied Grammar and Writing Skills
3. Editing and Proofreading
4. Research Skills
5. Oral Communication 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 must have their books by the second week of class. Making copies from the textbook is against copyright laws and will not be done. Students are expected to bring all materials, especially their books, to class. Failure to do so will result in a ten-point penalty on the next grammar exam. Students are required to complete all assignments on the lesson plan by their due dates to exit the class. All assignments must be in APA format, typed in Microsoft Word, and submitted in a Blackboard drop box on the due date to get a grade. **Late writing assignments will not be accepted. Writing assignments sent through OWL mail will not be accepted.**

CELL PHONE POLICY: As STC policy states, cell phones are not to be used while in class. When students enter the classroom, cell phones should be placed on silent or vibrate. If cell phones become a problem, the instructor reserves the right to give a quiz to the entire class or give an individual quiz to the person not adhering to policy (upon the discretion of the instructor) each time a phone rings/vibrates or anytime a student is caught using a phone in class. Cell phone quizzes will be put into the grade book. During exams, if a student is caught with a phone or caught texting during a test, he or she will be given a zero.

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.

***Students have exactly one week from the date of an absence to make up a test or quiz grade.*
Homework assignments are not accepted after the due date.**

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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas Room, (912) 538-3126, hthomas@southeasterntech.edu.

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...): Tests and assignments must be completed on the assigned date in the course calendar or per the instructor. **Students can make up test within one week of missing the assignment.** If the student does not make up this assignment within the one week period, a zero will be given without any other make-up opportunities. There are no late submissions for writing assignments. If you do not submit the assignment by the due date, a zero will be given for the assignment. There is one day provided on the class calendar to make up **one** writing assignment of the student's choice. Students can make up this assignment if they missed the deadline, or they want to revise the writing assignment to improve the grade. (This only applies to one writing assignment). There are absolutely no make ups for homework assignments.

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: The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

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.

GRADING POLICY

Tests	25%
HWA/Quiz	10%
Discussion	10%
Writing Assignments	30%
Grammar final	10%
Essay final	15%

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.*

DISCUSSION POSTS: You will be required to complete several discussion posts during the semester. You will submit an initial post for each discussion question with a minimum of 100 words and 2 replies with a minimum of 50 words each. **Your discussions should be a total of 200 words or more.**

<p>Week 3</p>	<p>May 29 (Holiday)</p> <p>May 31</p>	<p>Monday: Holiday</p> <hr/> <p>Wednesday: Sentences Cont'd/ Fragments and Run-ons Practice: Run-on Sentence/Comma Splice Practice(Grammar Bytes link) Blackboard: APA Library Project (due June 20 by 11:59 pm)(The drop box is located in the Writing Assignments tab)</p>	<p>*1,2,3,5 **a,c</p>
<p>Week 4</p>	<p>June 5</p> <p>June 7</p>	<p>Monday : Sentence Quiz PPT(discussion)/ Exemplification Paragraph Blackboard: Week 3- exemplification paragraph topics: Begin prewriting Class: Work on drafting exemplification paragraph in class. HW: Read chapter 2 & chapter 8 HW: Write Exemplification paragraph rough draft. RD due the next class meeting. (Wednesday, June 7, 2017)</p> <hr/> <p>Wednesday: Peer Review Exemplification paragraph RD Class: Writers Workshop: Students use peer review in class and feedback to write final drafts. Blackboard: Submit Exemplification final drafts in week 5. Submit to Blackboard drop box Wednesday, June 14, 2017 Blackboard: Discussion Question 3 (due June 13)</p>	<p>1,2,3,4,5, **a,c</p>

		<hr/> Wednesday: Verbs cont'd: Subject-verb agreement PowerPoint Verb worksheet (due next class meeting- July 10, 2017, 2:30 pm) Blackboard: Cause or Effect Paragraph due Tuesday, June 27, 2017, 11:59 pm HW: Read Chapter 17: Writing the Essay	
Summer Break July 3-July 6			
Week 8	July 10 July 12	Monday: Review Verbs Review verb worksheet. Bring to class on Monday, July 10, 2017 <hr/> Wednesday: Grammar Test 3: Verbs Essay Writing Blackboard: Cause/Effect Essay Assignment HW: Begin drafting Cause/ Effect Essay Blackboard: Discussion Question 8 & 9 (due Tuesday, July 18, 2017, 11:59 pm)	
Week 9	July 17 July 19	Monday: Cause/Effect Essay (RD) Commas and Conjunction PowerPoint Blackboard: Discussion Question <hr/> Wednesday: Other Comma Rules PowerPoint Blackboard: Submit essay final draft. Due July 19, 2017 by 11:59 pm Blackboard: Discussion Question (Reflection) (due Tuesday, July 25, 2017, 11:59 pm) HW: Exemplification Essay topics (FE)	*1,2,3,4,5 **a,c
Week 10	July 24 July 26 Final Days	Monday: Make-up day <hr/> Wednesday: Exemplification Essay/ Final Exam: Grammar and Essay	*1,2,3,4,5 **a,c

***Feedback for writing assignments takes approximately two to three weeks.

Discussion questions are due on Tuesday nights before 11:59 pm.

****Instructor reserves the right to change the syllabus and/or lesson plan as necessary. ****

***Competency Areas:**

1. Analysis of Writing
2. Applied Grammar and Writing Skills
3. Editing and Proofreading
4. Research Skills
5. Oral Communication Skills

****General Education Core 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.

Grading Scale –Exemplification Paragraph

<u>Example</u> <ul style="list-style-type: none"> • Examples to support topic sentence • Examples stated clearly • Transitional words used to link examples 	20
<u>Writing Process</u> <ul style="list-style-type: none"> • Evidence of brainstorming & organizing ideas • Evidence of drafts and revisions • Considers audience 	15
<u>Topic Sentence</u> <ul style="list-style-type: none"> • States topic • Expresses opinion attitude or feeling • Focused • Restated as Concluding Sentence 	20
<u>Support</u> <ul style="list-style-type: none"> • 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 • Connecting Words between ideas achieve coherence 	25
<u>Title</u> <ul style="list-style-type: none"> • Appropriate • Formatted correctly 	10
<u>Grammar</u>	10

<ul style="list-style-type: none"> • Complete Sentences • Correct use of commas 	
A ten-point penalty will be applied if ALL instructions are not followed. Total Points	

<p>Cause/Effect Paragraph</p> <ul style="list-style-type: none"> • Focus on either causes or effects (not both) • Explores all causes/effects but chooses only the real ones • Considers audience • Does not oversimplify • Causes or effects organized in a logical order 	25
<p>Structure</p> <ul style="list-style-type: none"> • Begins with topic sentence that states whether the paragraph is a cause or effects paragraph • Supporting sentences limit and focus the main idea • Explanations and details of supporting sentences are well-developed • Closing sentence reflects topic sentence and provides closure 	25
<p>Support</p> <ul style="list-style-type: none"> • Examples, Details, Explanations • All examples and explanations relate to main point (unity) • Points clarified with details that limit and focus the main idea (clarity) • Organized according to purpose (coherence) • Transitions between ideas achieve coherence 	25
<p>Grammar</p> <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • Spelling and capital letters 	25
A ten-point penalty will be applied if ALL instructions are not followed. Total Points	

Grading Scale – Compare/Contrast Paragraph

<p><u>Compare/Contrast</u></p> <ul style="list-style-type: none"> • Either Compares or Contrasts (not both) • Meaningful comparison or contrast • Interesting comparison or contrast • Developed thoroughly • Uses transitions to enhance meaning between ideas 	25
<p><u>Structure</u></p> <ul style="list-style-type: none"> • Begins with topic sentence that states whether paragraph is comparison or contrast • Supporting sentences limit and focus the main idea • Uses point-by-point or side-by-side organization throughout paragraph • Explanations and details well-developed • Closing sentence reflects topic sentence and provides closure 	25
<p><u>Support</u></p> <ul style="list-style-type: none"> • All examples and explanations relate to main point (unity) • Examples are clear (clarity) • Transitional between ideas in details to achieve (coherence) 	25
<p><u>Grammar</u></p> <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • spelling and capitalization 	25
<p>A ten-point penalty will be applied if ALL instructions are not followed.</p> <p><u>Total Points</u></p>	

Five-Paragraph Essay Grading Scale	
English 1010	
<p><u>Content (30%)</u></p> <ul style="list-style-type: none"> • Interesting, detailed • Clear Purpose • Well Developed, thorough • Content Relevant to Topic 	1 2 3 4 5
X6	
<p><u>Essay & Paragraph Structure (40%)</u></p> <ul style="list-style-type: none"> • Thesis • Introduction • 3 Topic Sentences • 3 Body Paragraphs Support/Details for T.S. Unity & Coherence • Transitions • Conclusion restated thesis summary closing remarks 	1 2 3 4 5
X8	
<p><u>Grammar/Mechanics (30%)</u></p> <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • Appropriate use of modifiers • Clear, parallel sentence structure • spelling and capital letters 	1 2 3 4 5
X6	
<p>A ten-point penalty will be applied if ALL instructions are not followed.</p> <p>Total Points</p>	

- 5 = Exceeds expectations
- 4 = Meets expectations
- 3 = Adequate performance
- 2 = Needs Work
- 1 = Inadequate

Summer Calendar
English 1010: Fundamentals of English

Due Dates

Use these dates as a map for the course. These dates can help you plan for assignments and organize the due dates around important personal events, other courses, and other course assignments. There is only one chance to make up a writing assignment in this course; therefore, I would suggest that you use this calendar to plan ahead. This schedule is subject to change as seen fit by the instructor.

Tuesday, May 23, 2017 by 11:59 pm: Syllabus Quiz. (Blackboard)

Wednesday, May 24, 2017: Parts of Speech Quiz.

****Monday, May 29, 2017:** Student Holiday

Wednesday, May 31, 2017: Grammar Bytes Worksheets (In class)

Monday, June 6, 2017: Sentence Quiz.

Wednesday, June 7, 2017: Exemplification Paragraph (RD) due in class.

Wednesday, June 14, 2017: Grammar Test 1: Parts of Speech and Sentences.

Wednesday, June 14, 2017 by 11:59 pm: Exemplification Paragraph (FD) due in **Blackboard**.

Tuesday, June 20, 2017 by 11:59 pm: Library project (Blackboard)

Wednesday, June 21, 2017 by 2:30 pm: Nouns Practice Quiz (Blackboard)

Wednesday, June 21, 2017 by 2:30 pm: Pronoun Quiz (Blackboard)

Wednesday, June 2, 2017: Grammar Test 2: Nouns/Pronouns.

Tuesday, June 27, 2017 by 11:59 pm: Cause or Effect paragraph (FD) due in **Blackboard**.

Wednesday July 12, 2017 by 2:30 pm: Verbs Practice Quiz (Blackboard)

Wednesday, July 12, 2017: Grammar Test 3: Verbs

Monday, July 17, 2017: Cause or Effect Essay (In class).

Wednesday, July 19, 2017 by 11:59 pm: Cause or Effect Essay final draft is due in **Blackboard**

Monday, July 24, 2017 by 11:59 pm: Compare or Contrast paragraph FD in **Blackboard**. (Optional: Instructor will give more insight on the optional aspect of this assignment)

Wednesday, July 24, 2017 by 11:59 pm: Exemplification Essay Outline in **Blackboard**.

Tuesday, July 25, 2017: Make up day for writing assignments. (Computer Lab)

Wednesday, July 24, 2017: Grammar Test 4: Commas (Final Exam)

Wednesday, July 24, 2017: Final Exam: Grammar

July 31 & August 1, 2017: Final Exam: Essay