



**ENGL 1101-Composition and Rhetoric
COURSE SYLLABUS
Hybrid 80%F2F/ 20% Online
Summer Semester 2017**

Semester: Summer 201716
Course Title: Composition and Rhetoric
Course Number: 1101
Credit Hours/ Minutes: 3 / 2250
Class Location: Blackboard / 2131 Building-2
Class Meets: MW 11:00-12:40
(80% Face-to-face 20% Online)
CRN: 60011
Preferred method of contact: STC student email

Instructor: Laquanda Thomas
Office Hours: MW: 8:00-10:00/ TR: 8:00-9:00
Office Location: 2132 Building-2, Swainsboro
Email Address: lthomas@southeasterntech.edu
Phone: 478-289-2219
Fax Number: 478.289.2263
Tutoring Hours: Monday-Thursday 10:00-12:00

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 TEXTS:

1. Reid, S. (2014). *The Prentice Hall guide for college writers, 10th edition*. Upper Saddle River, N J: Pearson Prentice Hall; Mish, F. (Ed.). (2011). This is bundled with My Writing Lab Access Card, which is also required. If you buy the textbook used, you must purchase the card separately.
2. *Merriam-Webster's collegiate dictionary* (10th Ed.). Summerfield, MA: Merriam-Webster.

REQUIRED SUPPLIES & SOFTWARE: Folder with pockets, loose-leaf paper, binder, pencils, pens, **reliable** internet access, 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.

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): Appropriate degree-level writing (English) placement test score and appropriate degree-level reading placement test score

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: Students are expected to complete all assignments by the due dates. Late assignments will NOT be accepted. No exceptions. Students are required to submit all assignments in APA Style via the digital drop boxes for each assignment. Students are responsible for policies and procedures included in the STC E-Catalog. Students are responsible for checking e-mails and Blackboard announcements daily. Read instruction documents under Coursework tab in Blackboard if you have any further questions about course content, expectations, or due dates. **Late writing assignments will not be accepted. Writing assignments sent through student email will not be accepted.**

BASIC ERRORS: Certain errors in writing are called basic or failing errors. A pattern of such errors must be eliminated. They 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

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. Failure to do so will result in a zero as the final grade for the missed test or quiz. ** Late homework assignments are not accepted.**

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 Helen Thomas, 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 tests/quizzes missed within one week of missing the assignment.** If the student does not make up the test within the one week period, a zero will be given for the test grade 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 and improve the writing assignment for a better grade.

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: For information regarding Blackboard, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <http://www.southeasterntech.edu>.

GRADING POLICY

Writings=45%;
 Tests=15%;
 Assignments=15%;
 Essay Final Exam=15%; Grammar Final=10%

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 be required to make one post per discussion question in a minimum of 200 words and to make two replies in a minimum of 100 words each. **Discussion posts (including replies) should be a total of 400 words or more. Feel free to add sources from research to your posts. Be sure to cite in APA format.**

***Feedback for writing assignments should take two to three weeks.

1101 Composition and Rhetoric 80%F2F/ 20%Online			
Date	Content	Assignment/ HW	Comp Area
Week 1 May 17	What is Rhetoric?	Wednesday: Syllabus, Class Policies and expectations, Information and Policies Packet. Youtube: Kid President: Pep Talk Thursday: Sentence PowerPoint HW: Read Chapter 2: Rhetorical Situation Purpose of Writing What is Rhetoric? Youtube: Rhetoric video: Purdue Owl Vidcast Blackboard: Discussion Question Respond to 2 others in the course. Blackboard: Syllabus Quiz due May 23, 2017, by 11:59 pm.	1, a,c,d **Note: Discussion questions are due on Tuesday nights. Students have one week to complete ** Deadlines are on various dates, but listed in the course calendar.
Week 2 May 22 May 24		Monday: -Introduce rhetorical devices *You tube: Introduction to Ethos, Pathos, and Logos Discuss other rhetorical devices and impact in writing or speech. HW: Blackboard: Run-ons and Fragments...Bring handouts to class on Monday. Wednesday : Sentence Quiz "A Life Beyond Do What You Love" Analyze text for rhetorical devices. Blackboard: Vocabulary List 1: Prepare ppt for submission in Week 4 (June 8, 2017 by 11:00 am) Blackboard: Discussion Question (May 30,	1,2,3 a,c,d

		2017, by 11:59 pm) Blackboard: Argumentative essay topic (due May 30 by 11:59 pm)	
Week 3 May 29 May 31	Rhetorical Analysis/ personal pronouns	Monday : Student Holiday Grammar Test 1: Sentences Rhetorical Analysis Assignment *Youtube: The Girl Who Silenced the World for 5 minutes (Discussion) HW: What is the Rhetorical Situation of this speech? Students are provided the link to speech and a transcript. Wednesday : Personal Pronoun PowerPoint and Practice APA format HW: Read Chpt. 4: Reading Critically, Analyzing Rhetorically	1,2,3 a,c,d
Week 4 June 5 June 7		Monday : Pronoun Antecedent Agreement PowerPoint Blackboard: Pronoun Practice Quiz. Complete by June 7, 2017, by 11:00 am Blackboard: Submit Vocabulary List 1 PowerPoint by Thursday, June 8, 2017, by 11:59 pm Blackboard: Discussion Question: Argumentative Essay Thesis Statement (June 13 by 11:59 pm). Wednesday Grammar Test 2: Pronouns	1,2,3 a,c,d
Week 5 June 12 June 14		Monday : Vocabulary Quiz: List 1 Advertisement and Rhetoric Rhetorical Analysis (RD) due June 12, 2017, in class Blackboard: Rhetorical Analysis due Wednesday, June 14, 2017 by 11:59 pm. Blackboard: Advertisement Analysis Assignment due Wednesday, June 28, 2017 by 11:59 pm. Wednesday : Library day Blackboard: Discussion Question: Thesis Statement and Evaluation (June 20, 2017	1,2,3 a,c,d **Directions to submit writing assignment: All writing assignment drop boxes are located in the Writing Assignment folder. Click on Writing Assignments and choose the assignment due for submission (Rhetorical Analysis). Click on browse your computer to

		<p>by 11:59 pm) Blackboard: Vocabulary List 2 PowerPoint due Thursday, June 29, 2017 by 11:59 pm</p>	<p>locate the file. Click on the file; then click on Open. The file should be attached to the drop box. Click on submit to finalize the submission.</p>
<p>Week 6 June 19 June 21</p>		<p>Monday : Library Day Blackboard: Discussion Question (due June 27)</p> <p>Wednesday : Blackboard: Verbs and Tenses PowerPoint Blackboard: Submit Annotated bibliography/Reference List...drop box located in Writing Assignments folder- due June 20, 2017 by 11:59 pm.</p>	<p>1,2,3 a,c,d</p>
<p>Week 7 June 26 June 28</p>		<p>Monday : Subject-Verb Agreement Blackboard: Verb Practice Quiz....complete by Wednesday, June, 28, 2017, by 11:00 am (before class)</p> <p>Wednesday : Grammar Test 3: Verbs Bring rough draft of argumentative essay to class Blackboard: Advertisement Analysis Assignment due Wednesday, June 28, 2017 by 11:59 pm. Blackboard: Submit List 2 Vocabulary PowerPoint due Wednesday, June 28, 2017 by 11:59 pm</p>	<p>1,2,3 a,c,d</p>
<p>Summer Break</p> <p>July 3-6</p>			
<p>Week 8 July 10 July 12</p>		<p>Monday : Vocabulary list 2 quiz Commas PowerPoint Blackboard: Argumentative Essay due July 13, 2017 by 11:59 pm</p> <p>Wednesday : Commas and Conjunction PowerPoint</p>	
Week 9			

<p>July 17</p> <p>July 19</p>		<p>Monday : Make up day</p> <p>Wednesday : Final Exam: Review</p> <p>Blackboard: Discussion Question (Reflection on the course) due July 25</p>	
<p>Week 10</p> <p>July 24</p> <p>July 26</p>		<p>Monday : Final Exam: Grammar</p> <p>Wednesday : Final Exam: Essay</p> <p>Class: Grammar/ Essay Final</p>	

ENG 1101 Essay Rubric

L. Thomas

Content: <ul style="list-style-type: none"> Clearly defined thesis Clearly defined context/purpose/audience Specific and relevant details/supporting examples/evidence and data Adequate Analysis, explanation, and/or discussion 		0 1 2 3 4 5
Organization: <ul style="list-style-type: none"> Title appropriate and formatted correctly Appropriate introduction (makes the reader want to read) and conclusion (reflects and supports the thesis) Organized logically to support argument Unified paragraphs Coherent paragraphs Sensible transitions 		0 1 2 3 4 5
Content & Organization	40% (x4)	
Sentence Style & Syntax <ul style="list-style-type: none"> Sentence structures and beginnings varied Sentences complex Efficient and sophisticated word use Transitions between and within sentences 		0 1 2 3 4 5
Diction & Spelling <ul style="list-style-type: none"> Accurate diction Correct word forms and endings Correct spelling 		0 1 2 3 4 5
Sentence Style & Syntax/Diction & Spelling	20% (x2)	
Grammar & Mechanics <ul style="list-style-type: none"> No fragments No fused sentences or comma splices No tense shifts Correct subject/verb agreement Correct pronoun usage Correct pronoun reference Correct use of apostrophes and quotation marks Correct use of commas Correct capitalization 		0 1 2 3 4 5
Grammar & Mechanics	25% (x5)	
APA Formatting for Paper <ul style="list-style-type: none"> Running header with title and page number Cover Page Title on first page of text Reference Page Double-spaced throughout 		0 1 2 3 4 5
Parenthetical Citations <ul style="list-style-type: none"> Match References Formatted properly Inside end marks/outside any quotation marks 		0 1 2 3 4 5
References <ul style="list-style-type: none"> Text formatted properly Hanging indent Alphabetized 		0 1 2 3 4 5
Formatting and Citations	15%	
Notes:	Total Grade	

Discussion Board Rubric

Criteria	A (90-100)	B (80-90)	C (70-79)	F (0-69)
Critical Thinking	<ul style="list-style-type: none"> • Rich in content • Full of thought, insight, and analysis 	<ul style="list-style-type: none"> • Substantial • Thought, insight, and analysis has taken place 	<ul style="list-style-type: none"> • Generally competent but information is thin 	<ul style="list-style-type: none"> • Rudimentary/ superficial • No analysis or insight is displayed
Connections	<ul style="list-style-type: none"> • Clear connections to previous or current to real-life situations and/or readings 	<ul style="list-style-type: none"> • New ideas or connections • Lack depth and/or detail 	<ul style="list-style-type: none"> • Limited, if any connections • Vague generalities 	<ul style="list-style-type: none"> • No connections are made
Uniqueness	<ul style="list-style-type: none"> • New ideas • New connections made with depth and detail 	<ul style="list-style-type: none"> • New ideas or connections • Lack depth and/or detail 	<ul style="list-style-type: none"> • Few, if any new ideas or connections rehash or summarize other postings 	<ul style="list-style-type: none"> • No new ideas • "I agree with....statement
Timeliness	<ul style="list-style-type: none"> • All required postings completed early in discussion • Posted throughout the discussion • 	<ul style="list-style-type: none"> • All required postings • Some not in time for others to read and respond 	<ul style="list-style-type: none"> • All required postings • Most at the last minute without allowing for response time 	<ul style="list-style-type: none"> • Some, or all, required postings missing
Stylistics	<ul style="list-style-type: none"> • Few grammatical or stylistic errors 	<ul style="list-style-type: none"> • Several grammatical or stylistic errors 	<ul style="list-style-type: none"> • Obvious grammatical stylistic errors • Errors interfere with content 	<ul style="list-style-type: none"> • Obvious grammatical or stylistic errors makes understanding impossible

Final Score:

1101 Composition and Rhetoric 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.

Due by Tuesday, May 23, 2017 by 11:59 pm: Syllabus Quiz in **Blackboard**

Tuesday, May 30, 2017 by 11:59 pm: Argumentative Essay Topic due in **Blackboard** (not graded but reviewed)

Wednesday, May 24, 2017: Sentence Quiz

Monday, May 29, 2017: Student Holiday

Wednesday, May 31, 2017: Grammar Test 1: Sentences

Wednesday, June 7, 2017 by 11:00 am: Pronoun practice quiz (**Blackboard**)

Thursday, June 8, 2017 by 11:59 pm: Vocabulary List 1 PowerPoint in **Blackboard****

Wednesday, June 7, 2017: Grammar Test 2: Pronouns

Monday, June 12, 2017: Vocabulary quiz: List 1

Monday, June 12, 2017: Rhetorical analysis rough draft due in class (5 points on FD)

Wednesday, June 14, 2017 by 11:59 pm: Rhetorical Analysis due in **Blackboard ****

June 14, 2017: Library Day

Tuesday, June 20, 2017 by 11:59 pm: Annotated Bibliography/ Reference list due in **Blackboard** (graded) **

Wednesday, June 28, 2017 by 11:59 pm: Advertisement Analysis due in **Blackboard. ****

Thursday, June 29, 2017 by 11:59 pm: Vocabulary List 2 PowerPoint in **Blackboard****

Wednesday, June 28, 2017 by 11:00 am: Verb practice quiz (**Blackboard**)

Wednesday, June 28, 2017: Grammar Test 3: Verbs

Wednesday, June 28, 2017: Argumentative Essay rough draft- Bring to class (5 points on FD)

Monday, July 10, 2017: Vocabulary List 2 quiz

Wednesday, July 12, 2017 by 11:59 pm: Argumentative Essay final draft due in **Blackboard****

Monday, July 17, 2017: Make up day

Monday/ Wednesday, July 24 or 26, 2017: Commas (Final Exam: Grammar and Essay)

Make-up day: Revise a writing assignment that you received a poor grade on or submit a writing assignment that was missed due to an emergency or absence during the semester. You only get to make up one writing assignment at this time.

****No late submissions accepted.**

