



TENTATIVE—SUBJECT TO CHANGE
ENGL 1101 Composition and Rhetoric
COURSE SYLLABUS
Hybrid
Summer Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Vidalia Campus/Class Location: Main Building, 318
Class Meets: MW 10:30-11:45, 40% Hybrid 60% F2F
Course Reference Number (CRN): 60061
Preferred Method of Contact: cblackburn@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Chris Blackburn
Email Address: Chris Blackburn (cblackburn@southeasterntech.edu)
Vidalia Campus/Office Location: Main Building 315
Office Hours: M-R, 2:00-4:00
Phone: (912) 538-3211
Fax Number: (912) 289-2213
Tutoring Hours (if applicable): T 1:30-3:00

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.

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, Richard, et al. The Norton Field Guide to Writing with Readings and Handbook. 4th ed., W. W. Norton, 2016.
ISBN: 978-0-393-61739-9

REQUIRED SUPPLIES & SOFTWARE

Reliable access to internet and Microsoft Word. Internet browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher. If you do not have computer access, see your instructor for information regarding use of open labs on campuses. A **composition notebook** to keep journal entries.

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

This course 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. This course also includes an introduction to library resources and 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

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.

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 (HYBRID)

Students are expected to complete all assignments by the due dates. **Late assignments will receive a 10% deduction each day they are late.** Students are required to submit all assignments in **American Psychological Association (APA)** style via the digital drop boxes for each assignment. Students are responsible for policies and procedures included in the STC Catalog and Handbook. Students are responsible for checking e-mails and Blackboard course announcements daily.

HYBRID ATTENDANCE

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 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" (Failing 0-59) 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 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 Helen Thomas - hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108.

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 Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

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

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

WITHDRAWAL PROCEDURE FOR LEARNING SUPPORT

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. Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

Please Note - If a student withdraws or is withdrawn from a learning support class and is taking the co-req class also, the student will be withdrawn from that class as well. (Example: Student withdraws or is withdrawn from ENGL 0090, ENGL 00902 or ENGL 00903, they will also be withdrawn from the co-req of ENGL 1010 or ENGL 1101. If they are withdrawn from MATH 0090, they will be withdrawn from MATH 1012 or MATH 1111.) 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.

EXIT EXAM

The final exam **must be taken in person**. Failure to take the final will result in an **F for the course**.

MAKEUP GUIDELINES

In-class quizzes cannot be made up. Late assignments will receive a **10% deduction per day** that they are late. Any other makeup work will be considered on a case-by-case basis.

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.

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:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

A Note on Sexual Misconduct

Our school is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our school.

Our school encourages anyone experiencing sexual misconduct to talk to someone about what happened, so they can get the support they need and our school can respond appropriately.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator, which can be found on our school's website.

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

As a teacher, I am also required by our school to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident.

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's 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
Quizzes	10%
Journals	5%
Grammar Test	15%
Writing Assignments	20%
Essay	20%
Final	30%

GRADING SCALE

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

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.

ENGL 1101 Composition and Rhetoric

Spring Semester 2019 Lesson Plan

Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Areas
Week 1	Introduction to the Course	<p>-Familiarize yourself with BLACKBOARD class (ENGL1101).</p> <p>-Click Getting Started Menu and read all items</p> <p>-Familiarize yourself with Using Student Email Account (STC Office 365 Mail) from mySTC.</p> <p>-Begin reading the handbook found in the back of the <i>Norton Field Guide to Writing</i>.</p>	<p>In Class:</p> <p>-Introduction to the class.</p> <p>-Complete in-class writing assignment.</p> <p>Online:</p> <p>-Complete STC Pledge Acknowledgement quiz and Student Introduction Discussion Board to avoid being counted as a “No Show” and being <u>dropped from class</u>.</p> <p>DUE by 5/20 @ 11:59 p.m.</p>	1 A, C
Week 2	Lesson 1: Grammar <u>Sentences</u>	<p>-Read S.1-S.9 in <i>The Norton Field Guide to Writing</i>.</p> <p>-Review all materials found in the lesson folder.</p>	<p>In Class:</p> <p>-Instructor lecture.</p> <p>Online:</p> <p>-Complete all quizzes found in Blackboard.</p> <p>DUE by 5/27 @ 11:59 p.m.</p>	1, 2 A, C
Week 3	Lesson 1: Grammar <u>Language</u>	<p>-Read L.4-L.8 and L.10a in <i>The Norton Field Guide to Writing</i>.</p> <p>-Review all materials found in the lesson folder.</p>	<p>In Class:</p> <p>-Instructor lecture.</p> <p>Online:</p> <p>-Complete all quizzes found in Blackboard.</p> <p>DUE by 6/3 @ 11:59 p.m.</p>	1, 2 A, C
Week 4	Lesson 1: Grammar <u>Punctuation</u>	<p>-Read P.1-P.11 in <i>The Norton Field Guide to Writing</i>.</p> <p>-Review all materials found in the lesson folder</p>	<p>In Class:</p> <p>-Instructor lecture.</p> <p>-Grammar TEST 6/3</p> <p>Online:</p> <p>-Complete all quizzes found in Blackboard.</p> <p>DUE by 6/10 @ 11:59 p.m.</p>	1, 2 A, C
Week 5	Lesson 2: Rhetorical Situations and Strategies & Lesson 3: Processes	<p>-Read 2.5-2.9 and 5.33-5.34 & Read 4.25 and 4.27-4.31 in <i>The Norton Field Guide to Writing</i>.</p> <p>-Review all materials found in the lesson folder.</p>	<p>In Class:</p> <p>-Instructor lecture.</p> <p>Online:</p> <p>-Complete all quizzes found in Blackboard.</p> <p>-Complete the Outline assignment.</p> <p>DUE by 6/17 @ 11:59 p.m.</p>	1, 2 A, C

Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Areas
Week 6	Lesson 5: Argument <u>Part 1</u>	-Read 3.13 in <i>The Norton Field Guide to Writing</i> . -Review all materials found in the lesson folder.	In Class: -Instructor lecture. Online: -Complete all quizzes found in Blackboard. DUE by 6/24 @ 11:59 p.m.	1, 2, 3 A, C
Week 7	Lesson 5: Argument <u>Part 2</u>	-Read 5.36, 5.38, and 5.41 in <i>The Norton Field Guide to Writing</i> . -Review all materials found in the lesson folder.	In Class: -Instructor lecture. Online: -Complete all quizzes found in Blackboard. -Complete the Annotated Bibliography assignment. DUE by 7/8 @ 11:59 p.m.	1, 2, 3 A, C
Week 8	Lesson 5: Argument <u>Part 3</u>	-Complete the Argument Essay assignment.	In Class: -Instructor lecture. Online: -Complete all quizzes found in Blackboard. -Complete the Argument Essay assignment. DUE by 7/15 @ 11:59 p.m.	1, 2, 3 A, C
Week 9	Lesson 6: Memoir <u>Part 1</u>	-Read 3.18, 5.40, and 5.43 in <i>The Norton Field Guide to Writing</i> . -Review all materials found in the lesson folder.	In Class: -Instructor lecture. Online: -Review for final	1, 2 A, C
Week 10	Lesson 6: Memoir <u>Part 2</u>	FINAL	In Class: -Complete the Memoir assignment. DUE 7/22 by end of class	1, 2 A, C