



## ENGL 1101: Composition and Rhetoric

### COURSE SYLLABUS

Hybrid: 80/20

Summer Semester 2019

#### COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Swainsboro/ 2131- Building 2

Class Meets: **20% Hybrid/80% F2F**/ Tuesday & Thursday- 1:00-2:50

Course Reference Number (CRN): 60062

Preferred Method of Contact: [lthomas@southeasterntech.edu](mailto:lthomas@southeasterntech.edu) or Contact the Instructor Forum in Blackboard

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Laquanda Thomas

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

Campus/Office Location: Swainsboro/ 2132- Building 2

Office Hours: Tuesday and Thursday- 8:00-12:00

Phone: 478.289.2219

Fax Number: N/A

Tutoring Hours (if applicable): Tuesday and Thursdays- 3:00-5:00

**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, R., Goggin, M., & Weinberger, F. (2016). *The Norton field guide to writing with readings and handbook*. (4<sup>th</sup> ed.). New York, NY: W.W. Norton & Company.

#### REQUIRED SUPPLIES & SOFTWARE

Jump drive, 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.

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 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**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

- 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.

## **STUDENT REQUIREMENTS (HYBRID)**

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 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

**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.

### **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 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 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

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto: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 the appropriate campus coordinator.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto: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 the 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.

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

(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. 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 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 (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:

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

## 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'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
Writing Assignments	45%
Tests	15%
Assignments (Homework/Quizzes/ Discussion Questions)	15%
Final Exam Essay	15%
Final Exam Grammar	10%

## GRADING SCALE

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

# ENGL 1101: Composition & Rhetoric

## Summer Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 1</b></p> <p>May 14</p> <p>May 16</p>	<p>What is Rhetoric?</p>		<p><b>Tuesday:</b> Syllabus, Class Policies and expectations, Information and Policies Packet.</p> <p><b>Getting Started:</b> Complete Pledge Quiz, Student Introduction, Blackboard Orientation, and Orientation Quiz by <b>May 16, 2019</b></p> <p><b>Youtube: Kid President: Pep Talk</b></p> <p><b>Blackboard:</b> Watch Plagiarism Videos</p> <p><b>Blackboard:</b> Watch APA Videos</p> <p><b>Blackboard:</b> Complete APA Quiz and Plagiarism Quiz by <b>May 21, 2019 at 11:59 p.m.</b></p> <p><b>HW:</b> Read Chapter 50: Acknowledging Sources, Avoiding Plagiarism</p> <p><b>HW:</b> Read Chapter 53: APA Style Review all materials and/or videos within the folder.</p> <p><b>Thursday:</b> Sentence PowerPoint <b>Purpose of Writing</b> <b>What is Rhetoric?</b></p> <p><b>Youtube:</b> Rhetoric video: Purdue Owl Vidcast</p> <p><b>HW:</b> Read Chapter 11 in the textbook <i>The Norton Field Guide to Writing with Readings &amp; Handbook</i></p> <p><b>HW:</b> Read Chapter 2: Rhetorical Situation</p> <p><b>Blackboard: Discussion Question</b> Respond to 2 others in the course.</p> <p><b>Blackboard:</b> Syllabus Quiz due <b>May 21, 2019 (11:59 p.m.)</b>.</p>	<p>*1,2,3,4,5 **a,b,c</p> <p><b>**Note:</b> Discussion questions are due on Tuesday nights. Students have one week to complete</p> <p><b>** Deadlines</b> for assignments are on various dates, but listed in the course calendar.</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 2</b></p> <p>May 21</p> <p>May 23</p>	<p>Rhetorical Devices/ Argumentative Essay</p>		<p><b>Tuesday:</b> -Introduce rhetorical devices <b>*You tube:</b> Introduction to Ethos, Pathos, and Logos Discuss other rhetorical devices and impact in writing or speech.</p> <p><b>HW: Look up five rhetorical devices, define it, and provide an example of each one. Bring to class on May 23.</b></p> <p><b>Thursday:</b> Sentence Quiz “A Life Beyond Do What You Love” Analyze text for rhetorical devices. <b>Blackboard:</b> Vocabulary List 1: Prepare ppt for submission in <b>Week 4 (Thursday, June 6, 2019 (11:59 p.m.)</b> <b>Blackboard:</b> Discussion Question <b>(Tuesday, May 28, 2019 (11:59 p.m.)</b>. <b>Blackboard:</b> Argumentative essay topic <b>(due Tuesday, May 28, 2019 (11:59 p.m.)</b>.</p>	<p>*1,2,3,4,5 **a,b,c</p>
<p><b>Week 3</b></p> <p>May 28</p> <p>May 30</p>	<p>Sentences. Pronouns/ APA Format</p>	<p>Rhetorical Analysis/ personal pronouns</p>	<p><b>Monday: Student Holiday</b></p> <p><b>Tuesday:</b> Grammar Test 1: Sentences Rhetorical Analysis Assignment <b>*YouTube:</b> The Girl Who Silenced the World for 5 minutes (Discussion) <b>HW:</b> What is the Rhetorical Situation of this speech? Students are provided the link to speech and a transcript.</p> <p><b>Thursday:</b> Personal Pronoun PowerPoint and Practice APA format/ Reference List/Annotated Bibliography</p>	<p>*1,2,3,4,5 **a,b,c</p>





Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 7</b> June 25  June 27	Verbs/ Research/Vocabulary		<b>Tuesday:</b> Subject-Verb Agreement <b>Blackboard:</b> Subject-Verb Practice Quiz. Complete <b>by Thursday, June, 27, 2019 (1:00 p.m. - before class).</b> <b>Blackboard:</b> Reference List/ Annotated Bibliography <b>due Tuesday, June 25, 2019 (11:59 p.m.).</b>  <b>Thursday:</b> <b>Grammar Test 3:</b> Verbs <b>Blackboard:</b> Submit List 2 Vocabulary PowerPoint <b>due Thursday, June 27, 2019 (11:59 p.m.).</b> <b>Blackboard:</b> Incorporating Sources Quiz <b>due July 10, 2019, 11:59 p.m.</b>	*1,2,3,4,5 **a,b,c
<b>Summer Break</b>	<b>Enjoy!!!!</b>	<b>Summer Break</b>	<b>July 1-4 Summer Break</b>	<b>Summer Break</b>
<b>Week 8</b> July 9  July 11			<b>Tuesday:</b> Vocabulary list 2 Quiz <b>Blackboard:</b> Commas PowerPoint  <b>Bring rough draft of an argumentative essay to class.</b>  <b>Blackboard:</b> Argumentative Essay due <b>Thursday, July 11, 2019 (3:00 p.m.). Possibly can be extended to the 12<sup>th</sup>.</b>  <b>Thursday:</b> <b>Blackboard:</b> Commas and Conjunction PowerPoint	*1,2,3,4,5 **a,b,c
<b>Week 9</b> July 16  July 18			<b>Tuesday:</b> Makeup day  <b>Thursday:</b> Final Exam: Review <b>Blackboard:</b> Discussion Question: Reflection <b>due Tuesday, July 23, 2019 (11:59 p.m.).</b>	*1,2,3,4,5 **a,b,c
<b>Week 10</b> July 23: <b>Last Day of Class</b>  July 24 & 25: <b>Final Exam Days</b>			<b>Tuesday:</b> Final Exam: Grammar  <b>Thursday:</b> Final Exam: Essay  <b>Class: Grammar/ Essay Final</b>	*1,2,3,4,5 **a,b,c

**\*\*\*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.