



## ENGL 1010

### HYBRID COURSE SYLLABUS Summer Semester 2022 (202216)

#### COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Class Location: Building A, room 156

Class Meets: 40% Hybrid / Face-to-Face 60% Tuesday and Thursday. 1:00-2:15

Course Reference Number (CRN): 60114

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Vicky Conner

Office Location: Building A, room 155

Office Hours: Monday-Wednesday 1-4:30

Email Address: [Vicky Conner \(vconner@southeasterntech.edu\)](mailto:vconner@southeasterntech.edu)

Phone: 912-538-1992

Fax Number: 912-538-3156

Tutoring Hours: by appointment or drop by my office

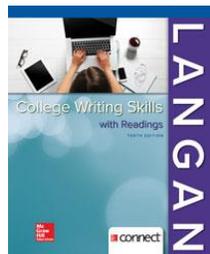
**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

#### SOUTHEASTERN TECHNICAL COLLEGE'S (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](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

#### REQUIRED TEXT

Albright, Z. L. & Langan, J. (2021). *English Skills with Readings*. McGraw-Hill. ISBN 10: 60899896; ISBN 13: 9781260899894.



**REQUIRED SUPPLIES & SOFTWARE**

Students need a three-ring binder for their book, a flash drive, loose-leaf paper, pencils, blue-black pens, and access to Internet and Southeastern Technical College's Remote Lab Access, RemoteApp, or Remote Application Services.

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**

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 skills
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

1. A hybrid class means that class attendance and completing Blackboard assignments are **mandatory**. Students are required to complete all assignments on the lesson plan by their due dates to exit the class successfully.
2. **Use Mozilla Firefox or Google Chrome** as the main Internet browsers. **Do not use Internet Explorer or Microsoft Edge (E at the bottom of the screen)** because **Blackboard does not support them**. Microsoft Edge or Internet Explorer will not allow students to submit assignments in assignment boxes, closes exams, and closes quizzes prematurely.
3. Be sure to have a strong Internet connection. If there are problems with the Internet at home, come to STC to submit assignments. The STC Library is open Monday-Thursday, 8:00 a.m. to 8:00 p.m. and on Swainsboro Campus Library from 8:00-6:00 p.m.
4. Students are responsible for bringing textbooks and supplies, including pencils and pens. Students will not share books.
5. Writing assignments are completed in class. All writing assignments must be in APA format, typed in Microsoft Word, and submitted in the Blackboard assignment box.
6. Screenshots and late assignments will be given a zero.
7. **Dropping a grade or extra credit assignments will not be given. Do not ask.**

## COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

## COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue

<b>COVID-19 Key Symptoms</b>
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

### **COVID-19 SELF-REPORTING REQUIREMENT**

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

### **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 the appropriate campus coordinator to

request services.

**Swainsboro Campus:** [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

### **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:** [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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 (June 27, 2022) 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" 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" 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 accessed 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...)**

Grammar exams and quizzes will not be made-up since students have one week to complete assignments. **Blackboard assignments are due on Wednesdays at 11:59 p.m.** If Internet browser problems occur, email me. Quizzes given in class will not be made-up. If an exam must be reopened, the student will take the exam on STC campus outside of class time. If students miss class when a writing assignment is due, the student has one week to make up the assignment. The writing must be scheduled outside of class time on STC campus. Only one writing assignment may be made up. Until the assignment is made up, a zero will be in the gradebook. Dropping a grade or extra credit assignments will not be given.

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College 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 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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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 165 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 \(STC\) Website \(http://www.southeasterntech.edu/\)](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
Grammar Exams	25%

<b>Assessment/Assignment</b>	<b>Percentage</b>
Writing Assignments	35%
Homework and Quizzes	15%
Final Grammar Exam	10%
Essay Final	15%

**GRADING SCALE**

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

**ENGL 1010—Fundamentals of English  
Summer Semester 2022 (202216) Lesson Plan**

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<b>First Day, Tuesday, May 17</b>	The book required is <i>English Skills with Readings</i> 10 <sup>th</sup> edition	STC Policies  Introduction to Syllabus  Introduction to textbook.  Introduction to Blackboard  Getting Started in Blackboard	<p><b>All hybrid assignments are due on Wednesdays at 11:59 p.m. (end of day.) Assignment boxes will close.</b></p> <p><b>Grammar Exams 1-4 will be open-book and completed on Blackboard outside of class.</b></p> <p><b>Students who do not pass a grammar exam or a writing assignment need to schedule a tutoring session.</b></p> <p><b>Tutoring sessions are available after class, before class, or by appointment.</b></p> <p><b>I will also offer group tutoring on grammar chapters after class on Mondays.</b></p>	*1, 2, 3 **a, b, c

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<b>Week 1 Thursday, May 19</b>	Diagnostic Exam  <i>English Skills with Readings</i> Chapters 2, page 27 and 19, page 407	We will work on Chapters 1 and 2, the Writing Process and Structure of Paragraphs.	<b>Due on Wednesday May 18 at 11:59 p.m.</b> <b>In Blackboard, navigate to Communication.</b> <b>Hybrid</b> —Read syllabus and study rubrics. <b>Navigate to Lessons and Week 1 folder.</b> <b>HYBRID</b> --Take the diagnostic exam. <b>Hybrid</b> —Complete Chapter 19 folder, including a quiz. <b>HYBRID</b> --Look at Chapter 2 PowerPoint and complete all activities in <i>English Skills with Readings</i> .	
<b>May 24</b>	<i>English Skills with Readings</i> , Chapter 2, page 27 and Chapter 19, page 407	Review Worksheets for Chapter 2  Questions from students from Chapter 19.		*1, 2, 3, 5 **a, b, c
<b>Week 2 May 26</b>	<i>English Skills with Readings</i> , Chapter 21, page 417, Chapter 22, page 430, and Chapter 3, page 61.	Worksheets for Chapter 3	<b>Due Wednesday, May 25, 2022 at 11:59 p.m.</b> <b>Hybrid</b> —In Blackboard, navigate to Lessons and Week 2 folder. <b>HYBRID</b> —Watch the videos and look at the PowerPoints. <b>HYBRID</b> —Complete Chapters 21 and 22 worksheets and submit. Watch all videos and PowerPoints.	*1, 2, 3, 5 **a, b, c
<b>May 31</b>	<i>English Skills with Readings</i> , Chapters 3 and 4	Finish Chapter 3 worksheets. Lecture on chapter 4.		

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<b>Week 3 June 2</b>	<i>English Skills with Readings</i> , Chapter 23, page 443, Chapter 24, page 454 Chapter 25, page 460	Worksheets for Chapter 4  Example Paragraphs in Blackboard	<b>Due Wednesday, June 1, 2022 at 11:59 p.m.</b> <b>In Blackboard, navigate to Lessons and Grammar Bytes.</b> <b>HYBRID--Practice on Grammar Bytes to prepare for G. Exam 1.</b>  <b>Navigate to Lessons and Week 4 folder.</b> <b>HYBRID—Take Exam 1.</b> <b>HYBRID—Complete all activities in Chapters 23, 24, and 25 folders.</b>	*1, 2, 3 **a, b, c
<b>June 7</b>	Example Paragraphs	Rough Draft of Example Paragraphs		
<b>Week 4 June 9</b>	<i>English Skills with Readings</i> , Chapter 6, page 152, Chapter 26, page 464, and Chapter 27, page 471	Worksheet for Chapter 6 Discussion of revision	<b>Due Wednesday, June 8 at 11:59 p.m.</b> <b>In Blackboard, navigate to Lessons and Week 4 Folder.</b> <b>HYBRID—Complete all assignments for Chapters 6, 26 and 27 folders.</b>	*1, 2, 3, 5 **a, b, c
<b>June 14</b>	<i>English Skills with Readings</i> , Chapter 9	<b>HYBRID--Revise the Example Paragraph.</b> Submit the revised paragraph in assignment box. Navigate to Lessons and Week 4 folder by 11:59 p.m.		

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<p><b>Week 5 June 16</b></p>	<p><i>English Skills with Readings</i>, read “How They Get You to Do This,” page 644</p>	<p>We will discuss and work through the Chapter 5 worksheet to prepare for G. Exam 3.</p>	<p><b>Due Wednesday, June 15, 2022 at 11:59 p.m.</b>  <b>In Blackboard, navigate to Lessons and Grammar Bytes.</b>  <b>HYBRID--</b>Use Grammar Bytes to help prepare for the G. Exam 2.  <b>In Blackboard, navigate to Lessons and Week 5 folder.</b>  <b>HYBRID—Take Exam 2.</b>  Exam 2 covers Chapters 23, 24, 26, and 27.</p> <p><b>HYBRID--Navigate to Lessons, and click on Week 5 folder.</b> Watch the videos and practice on the exercises. Afterward, work on the Chapter 5 worksheet by using <i>English Skills with Readings</i>. The worksheet is the pretest in Blackboard. Bring the completed sheet to class for discussion. We will go to the board and do work. Although I do not expect perfection, there will be a penalty if I see sections of the worksheet that has no attempted answers.</p>	<p>*1, 2, 3  **a, b, c</p>
<p><b>June 21</b></p>	<p><i>English Skills with Readings</i>, Chapter 5, page 121</p>	<p>Chapter 5 worksheet if needed</p> <p>Lecture on Cause or Effect Paragraph</p>		

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<b>Week 6 June 23</b>	<i>English Skills with Readings</i> , Chapter 28, page 477, Chapter 29, page 482, and Chapter 32, page 520	We will write the Cause or Effect paragraph.	<b>Due Wednesday, June 22, 2022 at 11:59 p.m.</b> <b>In Blackboard, navigate to Lessons and Week 6 folder.</b> <b>HYBRID--Take G. Exam 3 over Chapter 5.</b> This short-answer exam requires students to type out the correct sentence. Blackboard will not grade these tests. <b>HYBRID--Complete the assignments in folders for Chapters 28, 29, and 32.</b>	*1, 2, 3 **a, b, c
<b>June 28</b>	<i>English Skills with Readings</i> , chapter 12.	Lecture over the Comparison or Contrast Paragraph		
<b>Week 7 June 30</b>	<i>English Skills with Readings</i> , Chapter 33, page 512, Chapter 34, page 520 Chapter 16, page 326, and "All the Good Things," page 574	We will write the Comparison or Contrast Paragraph.  Give out essay handout.	<b>Due Wednesday, June 29, 2022 at 11:59 p.m.</b> <b>In Blackboard, navigate to Lessons and click on Week 7 folder.</b> <b>HYBRID—Complete all assignments in Week 7 folder.</b>	*1, 2, 3, 5 **a, b, c
		<b>No class on July 5 and 7</b>	<b>Summer Break</b>	
<b>July 12</b>		Lecture on essay and go over class handout given on June 30.		

Late/Week	Chapter/Lesson	In Class	Assignments & Tests Due Dates	Competency Area
<b>Week 8 July 14</b>	<i>English Skills with Readings</i> , Chapter 35, page 529, Chapter 36, page 534, Chapter 37, page 545	Look at examples of essays. Write an outline for Essay 1	<b>Due Wednesday, July 13, 2022 at 11:59 p.m.</b> <b>In Blackboard, navigate to Lessons and Week 8 folder.</b>  <b>HYBRID</b> —Complete all the exercises in Week 8 folder.	*1, 2, 3 **a, b, c
<b>July 19</b>		Submit the outline and final revision of Essay 1		
<b>Week 9 July 21</b>	English Skills with Readings, Chapter 30, page 491, Chapter 31, page 500, and read "Treating Addiction in Court," page 667.	We will review the essay, and look at examples.	<b>Due Wednesday, July 20, 2022 at 11:59 p.m.</b> <b>In Blackboard, navigate to Lessons.</b> <b>HYBRID</b> —Use Grammar Bytes to prepare for Exam 4. <b>In Blackboard, navigate to Lessons and Week 9 folder.</b> <b>HYBRID</b> —Take <b>G. Exam 4.</b> <b>HYBRID</b> —Complete the assignments in Chapters 30 and 31 folders. <b>HYBRID</b> —Take the reading quiz.	*1, 2, 3, 5 **a, b, c
<b>July 26 End of Semester</b>		Students write the final essay in class. Students may come early to begin the essay.		
<b>June 28</b>		Banner Web Survey  Students will take the Final Grammar Exam.	To prepare for the grammar final, review chapters in Grammar Bytes and the practice tests in the weekly folders.	

**\*Competency Areas:**

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

5. Oral communication skills.

**\*\*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.

<b>Grading Scale –Exemplification Paragraph</b>	
<b>CRITERIA</b>	<b>SCORE</b>
<u>Example</u> <ul style="list-style-type: none"> <li>• Examples to support topic sentence</li> <li>• Examples stated clearly in specific language</li> <li>• Transitional words used to link examples</li> </ul>	20
<u>Writing Process</u> <ul style="list-style-type: none"> <li>• Evidence of brainstorming &amp; organizing ideas</li> <li>• Evidence of drafts and revisions</li> <li>• Considers audience</li> </ul>	5
<u>Topic Sentence</u> <ul style="list-style-type: none"> <li>• States topic</li> <li>• Expresses purpose for writing</li> <li>• Focused</li> <li>• Restated in Concluding Sentence</li> </ul>	20
<u>Support</u> <ul style="list-style-type: none"> <li>• Sufficient Explanations and Details</li> <li>• Points clarified with explanations that limit and focus the main idea</li> <li>• All examples and explanations relate to main point (unity)</li> <li>• Examples are clear (clarity)</li> <li>• Organized according to purpose</li> </ul>	25
<u>Format</u> <ul style="list-style-type: none"> <li>• Title appropriate and correct</li> <li>• Formatted correctly</li> </ul>	10
<u>Grammar</u> <ul style="list-style-type: none"> <li>• No fragments</li> <li>• No run-ons</li> <li>• No problems with capital letters</li> <li>• No spelling errors</li> </ul>	20
A ten-point penalty will be applied if <b>ALL</b> instructions are not followed. <b><u>Total Points</u></b>	

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

## Five Paragraph Essay Grading Scale

### English 101

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

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

## Compare/Contrast Paragraph

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