



TENTATIVE—SUBJECT TO CHANGE
ENGL 1101 Composition and Rhetoric
COURSE SYLLABUS
Online
Summer Semester 2021 (202116)

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 10 weeks

Course Reference Number (CRN): 60120

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: In-person or online by appointment

Phone: (912) 538-3211

Fax Number: (912) 289-2213

Tutoring Hours (if applicable): T 1:30-3:00

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](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

REQUIRED TEXT

Bullock, Richard, et al. The Norton Field Guide to Writing with Readings and Handbook. 5th ed., W. W. Norton, 2016.

ISBN: 978-0-393-65580-3

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 (ONLINE)

Students are expected to complete all assignments by the due dates. **Late papers and writing 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.

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on XXXX of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of nine (9) hours per week during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus 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
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
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, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form https://bit.ly/2Xq4g0f](https://bit.ly/2Xq4g0f). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. **All tests and assignments are due at 11:59 on Monday of each week.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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 & 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 & 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 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.

ONLINE PROCTORED EVENT WITHDRAWALS

Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

EXIT EXAM

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

PROCTORED EVENT REQUIREMENT

****Due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202116. Students will complete the event but will not be required to come on campus to do it. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

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

In-class quizzes cannot be made up. Late papers and writing 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 (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:

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 165 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.

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 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%

Assessment/Assignment	Percentage
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

Summer Semester 2021 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>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> <p>-Begin reading S.1-S.9 in the handbook found in the back of the Norton Field Guide to Writing.</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>Online:</p> <p>-Complete all quizzes found in Blackboard.</p> <p>DUE by 5/31 @ 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>Online:</p> <p>-Complete all quizzes found in Blackboard.</p> <p>DUE by 6/7 @ 11:59 p.m.</p> <p>-Grammar TEST DUE 6/7</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>Online:</p> <p>-Grammar TEST DUE 6/7</p> <p>-Complete all quizzes found in Blackboard.</p> <p>DUE by 6/14 @ 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>Online:</p> <p>-Complete discussion boards found in Blackboard.</p> <p>DUE by 6/21 @ 11:59 p.m.</p>	1, 2 A, C
Week 6	Lesson 5: Argument <u>Part 1</u>	<p>-Read 3.13 in <i>The Norton Field Guide to Writing</i>.</p> <p>-Review all materials found in the lesson folder.</p>	<p>Online:</p> <p>-Complete topic quiz found in Blackboard.</p> <p>DUE by 6/28 @ 11:59 p.m.</p>	1, 2, 3 A, C
Week 7	Lesson 5: Argument <u>Part 2</u>	<p>-Read 5.36, 5.38, and 5.41 in <i>The Norton Field Guide to Writing</i>.</p> <p>-Review all materials found in the lesson folder.</p>	<p>Online:</p> <p>-Complete discussion board found in Blackboard.</p> <p>DUE by 7/5 @ 11:59 p.m.</p>	1, 2, 3 A, C

Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Areas
Week 8	Lesson 5: Argument <u>Part 3</u>	-Complete the Argument Essay assignment.	Online: -Complete the Argument Essay assignment. DUE by 7/19 @ 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.	Online: -Complete discussion board found in Blackboard. DUE by 7/26 @ 11:59 p.m.	1, 2 A, C
Week 10	Lesson 6: Memoir <u>Part 2</u>	FINAL DUE 7/26 @ 11:59 P.M.	Online: -Complete the Memoir assignment. DUE by 7/26 @ 11:59 p.m.	1, 2 A, C