



ENGL 1010 Fundamentals of English
COURSE SYLLABUS
Online
Summer Semester 2018
Mini-mester A
7.5 weeks

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 7.5weeks
CRN: 60127
Preferred Method of Contact: Email

Instructor Contact Information

Instructor Name: Pete Frost
Email Address: [Pete Frost \(pfrost@southeasterntech.edu\)](mailto:pfrost@southeasterntech.edu)
Vidalia/Office Location: 407
Office Hours: 2:00-5:00 pm
Phone: 912.538.3163
Fax Number: 912.538.3156
Tutoring Hours: By appointment

REQUIRED TEXT

Langan, J.(2014). English skills with readings (9th ed.).Boston: McGraw-Hill. ISBN # 978-0-07-351356-0.

REQUIRED SUPPLIES & SOFTWARE

Jump drive, access to Internet, and access 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 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 communications skills. Homework assignments reinforce classroom learning.

MAJOR COURSE COMPETENCIES

Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills; research skills; oral communications skills.

PREREQUISITE(S)

None

COURSE OUTLINE

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

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 (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday 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 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.

ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS. Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam.

Weeks begin on Mondays and work is due the following Monday by midnight.

Assignments must be completed by the assigned dates or per the instructor. Students are required to submit all assignments in APA Style via the digital drop boxes for each assignment

Discussion Boards (DBs) : For DBs, students should submit a grammatically correct 100-plus word initial post and two response posts of at least 50 words apiece in order to receive full credit.

Students will have one week to complete assignments and two days (usually) to complete tests. All assignments are due by midnight on the following Monday of each week. For example, Week 3's assignments should be submitted by Monday at midnight of Week 4. Exceptions will be made at the discretion of the instructor.

REMEMBER:

- Submit all assignments in a Word document.
- Always use APA formatting (including headings).
- Do not plagiarize. All assignments should be completed in your own words.
- Submit all assignments as attachments through the provided digital drop box. (Assignments submitted in text box will receive a 0.)
- Do not submit any written assignment in text-like format. Use standard forms of writing.
- It is a good idea to save all your assignments on a jump drive or the student R-drive.
- Assignments are "by week" on lesson plans but not on Blackboard. Use the left gray area to find what needs to be completed during a given week.
- Print syllabus and Lesson Plans.
- You are required to attend one of the two Proctored Events to be eligible to pass the course.

Online students are responsible for checking e-mails and Blackboard announcements daily.

DISCUSSION BOARDS

For DBs, students should submit a grammatically correct 100-word post plus two response posts of at least 50 words apiece in order to receive full credit.

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 by midnight 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.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126 [Helen Thomas](mailto:hthomas@southeasterntech.edu), hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

WITHDRAWAL PROCEDURE

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

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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

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

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to make up/reschedule the missed event. The penalty and make up instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **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 withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

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.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, July 9, 3:00-5:00, Room 405 and Swainsboro Campus, July 10, 3:00-5:00, Room 2180.

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

Assignments are due on Mondays by 8:00 p.m. of the following week. *Tests* are made available at 8:00 p.m. on Thursdays and are available until Monday nights 8:00 pm. Assignments must be completed by the assigned dates or per the instructor. **Extra credit work to increase a grade will not be given.** If a student misses a test during a week, a grade of zero will be assigned. Only students with extenuating circumstances (who contact the instructor during the week of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero. Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken as soon as possible. Failure to follow this procedure will result in a grade of zero.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

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" 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.

Academic dishonesty includes the following:

Collusion (obtaining help from someone else with your writing except during peer review) and **other forms of cheating**, such as cheating on tests or quizzes, will result in a zero on the assignment.

Plagiarism will result in a grade of "0" for the assignment—no exceptions. You've committed plagiarism if you've done one of the following in preparing an essay, report, or assignment:

- Used three or more consecutive words written by another person without putting quotes around the words
- Used several consecutive sentences written by another person, changing the words only slightly to keep it from being an exact quotation
- Created a "mosaic" of other people's words, sentences, and paragraphs from a variety of sources
- Used someone else's ideas without citing that person as the original thinker
- Turned in a paper written in part or in whole by someone else

Plagiarism is the most serious form of academic dishonesty and can result in expulsion from a college or university.

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.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC'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 [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

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
Tests	25%
Writing Assignments	30%
Quizzes/DBs/Other	10%
Grammar Final	15%
Writing Final/PE	20%

GRADING SCALE

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

ENGL 1010 Fundamentals of English

Summer Semester A 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1 May 15- May 21</p> <p>Plan for Proctored Event. You must attend one of the two dates to be eligible to receive credit for the class.</p> <p>PROCTORED EVENT</p> <p>Vidalia Campus, July 9, 3:00-5:00, Room 405 and Swainsboro Campus, July 10, 3:00-5:00, Room 2180.</p>	Chapter 18 Chapter 20 Chapter 21	Introduction to Course Syllabus STC Policies Blackboard Workshop Subjects and Verbs Fragments Run-ons	<p><u>Blackboard Assignments for this week are due Monday, May 21 at midnight.</u></p> <ul style="list-style-type: none"> • Read all documents under Getting Started/Start Here and complete Southeastern Technical College's (STC) Acknowledgment and Student Introduction to maintain your seat in the class. • Read and become familiar with all tabs on the left of the class in Blackboard. • Read and study Chapters 18, 20, and 21 in text. • Go to Grammar Lessons. Complete everything in 1.Subjects and Verbs Folder AND 2. Fragments and Run-ons folder. • Go to Grammar Tests. Complete Grammar Test #1 (Covers chapters 18, 20, and 21; test actually consists of two short tests.) 	<p>*1, 2, 3 a, c,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 2 May 21- May 28 PROCTORED EVENT Vidalia Campus, July 9, 3:00- 5:00, Room 405 and Swainsboro Campus, July 10, 3:00-5:00, Room 2180.</p>	<p>Chapter 2 Chapter. 3 Chapter 4 Chapter 8 Chapter 22 Chapter 23</p>	<p>The Four Bases and the Writing Process First and Second Step in Writing The Third Step in Writing Exemplification Paragraph Regular and Irregular Verbs pages 394-401 Standard English Verbs pages 402-409</p>	<p><u>Blackboard assignments for this week are due by Monday, May 28 at midnight.</u></p> <ul style="list-style-type: none"> • Read Chapter 2 The Four Bases and the Writing Process in text <i>English Skills with Readings</i> by Langan. • Read Chapter3 First and Second Step in Writing • Read Chapter 4 The Third Step in Writing • Read thoroughly Chapter 8 on Exemplification Writing. • Read “All the Good Things” pages. 548-552. • Go to Writing Lessons. Read, watch, and/or complete everything in The Writing Process folder and Exemplification Writing folder. • Read Chapters 22-23 Regular and Irregular Verbs and Standard English Verbs. • Go to Grammar Lessons. Complete everything in Verbs (Regular, Irregular, and Standard English Verbs) folder. • Go to Writing Assignments and complete Exemplification/Example paragraph assignment and attach as a Word document in drop box. • Go to Grammar Tests. Complete Grammar Test #2 (Covers chapters 22-23) 	<p>*1, 2, 3, 5 a, c,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 3 May 28- June 4 PROCTORED EVENT Vidalia Campus, July 9, 3:00-5:00, Room 405 and Swainsboro Campus, July 10, 3:00-5:00, Room 2180.</p>	<p>Chapter 5 Chapter 6 Chapter 10 Chapter 30 Chapter 32 Chapter 33</p>	<p>Fourth Step in Writing Process Four Bases for Revising Writing Cause and Effect Paragraph Capital Letters pages 447-455. Apostrophes pages 460-467 Quotation Marks pages 468-475</p>	<p><u>Blackboard assignments for this week are due by Monday, June 4 at midnight.</u></p> <ul style="list-style-type: none"> • Read Chapter 5 Fourth Step in Writing Process • Read Chapter 6 Four Bases for Revising Writing • Go to Discussion Boards (DB). Complete Discussion Boards #1 and #2. (Please adhere to DB rubric found in Grading Rubrics.) • Read thoroughly Chapter 10 on Cause/Effect Writing. • Go to Writing Lessons. Read, watch, and/or complete everything in the Cause and/or Effect Writing folder. • Read “Do It Better,” pages 602-610 in text. Go to Writing Lessons/Cause and/or Effect Writing, and complete the assignment (Vocab in Context and Reading Comprehension Questions, pages 608-610) and post answers. • Read Chapters 30, 32, and 33; Capital Letters, Apostrophes, and Quotation Marks. • Go to Grammar Lessons. Complete everything in Capital Letters, Apostrophes, and Quotation Marks folder. • Go to Writing Assignments and complete the Cause or Effect paragraph assignment and attach as a Word document in drop box. • Go to Grammar Tests. Complete Grammar Test #3. (Covers chapters 30, 32, and 33.) 	<p>*1,2,3,5 a,c,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 4 June 4- June 11 PROCTORED EVENT Vidalia Campus, July 9, 3:00-5:00, Room 405 and Swainsboro Campus, July 10, 3:00-5:00, Room 2180.</p>	<p>Chapter 24 Chapter 27 Chapter 28 Chapter 34 Chapter 11</p>	<p>Subject /Verb Agreement Adjectives/Adverbs Misplaced/Dangling Modifiers Commas Comparison/Contrast</p>	<p><u>Blackboard assignments for this week are due by Monday, June 11 at midnight.</u></p> <ul style="list-style-type: none"> • Go to Discussion Boards. Complete Discussion Boards #3, #4, and #5. (Please adhere to DB rubric found in Grading Rubrics.) • Read thoroughly Chapter 11 on Comparison/Contrast Writing. • Go to Writing Lessons. Read, watch, and/or complete everything in the Comparison/Contrast Writing folder. • Read Chapters 27, 28, and 34: Adjectives and Adverbs; Misplaced and Dangling Modifiers; and Commas. • Go to Grammar Lessons. Complete everything in 1.Subject/Verb Agreement; 2. Misplaced/Dangling Modifiers; and 3. Commas folder • Go to Writing Assignments and complete the Comparison/Contrast paragraph assignment and attach as a Word document in drop box • Go to Grammar Tests. Complete Grammar Test #4 and #5 (Covers chapters 24, 27, 28, and 34.) 	<p>*1, 2, 3, 5 **a, b,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 5</p> <p>June 11- June 18</p> <p>(65% point of semester is June 18)</p> <p>PROCTORED EVENT</p> <p>Vidalia Campus, July 9, 3:00-5:00, Room 405 and Swainsboro Campus, July 10, 3:00-5:00, Room 2180.</p>	<p>Chapter 14</p> <p>Chapter 25</p> <p>Chapter 26</p>	<p>Description Pronoun Agreement and Reference</p> <p>Pronoun Types</p> <p>Descriptive Paragraph</p> <p>Writing the Essay</p>	<p><u>Blackboard assignments for this week are due by Monday, June 18 at midnight.</u></p> <ul style="list-style-type: none"> • Go to Discussion Boards. Complete Discussion Boards #6 and #7. (Please adhere to DB rubric found in Grading Rubrics.) • Read thoroughly Chapter 14 on Descriptive Writing. • Go to Writing Lessons. Read, watch, and/or complete everything in the Descriptive Writing folder. • Read Chapters 25 and 26: Pronoun Agreement and Reference; and Pronoun Types. • Go to Grammar Lessons. Complete everything in Pronouns folder. • Go to Writing Assignments and complete the Descriptive paragraph assignment and attach as a Word document in drop box. This assignment is OPTIONAL. You may want to complete it if you need to bring up your grade. It will not count against you if you do not complete it. • Go to Grammar Tests. Complete Grammar Test # 6. (Covers chapters 25 and 26.) 	<p>*1, 2, 3, 5</p> <p>**a ,b,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 6 June 18- June 25 (65% point of semester is June 18)</p> <p>PROCTORED EVENT NEXT WEEK</p> <p>Vidalia Campus, July 9, 3:00-5:00, Room 405 and Swainsboro Campus, July 10, 3:00-5:00, Room 2180.</p>	<p>Chapter 35 Chapter 39 Chapter 40 Chapter 17</p>	<p>Other Punctuation Marks Commonly Confused Words Effective Word Choice</p> <p>Writing the Essay</p>	<ul style="list-style-type: none"> • <u>Blackboard assignments for this week are due by Monday, June 25 at midnight.</u> Go to Discussion Boards. Complete Discussion Boards #8, #9, and #10 (Please adhere to DB rubric found in Grading Rubrics.) • Read thoroughly Chapter 17 on Writing the Essay. • Go to Writing Lessons. Read, watch, and/or complete everything in The Five Paragraph Essay folder. • Read Chapters 35, 39, and 40: Other Punctuation Marks; Commonly Confused Words; and Effective Word Choice. • Go to Grammar Lessons. Complete everything in the Other Punctuation Marks, Commonly, Confused Words, and Effective Word Choice folder. • Prepare to write Essay at Proctored Event.(Final Essay exam) • Chapters 35, 39, and 40 will be part of Final Grammar Exam at the Proctored Event. 	<p>*1, 2, 3, 5 **a, b,</p>
<p>Week 7</p> <p>Student Break July 2- July 5</p>				
<p>Week 8 July 9-10 PROCTORED EVENT</p>		<p>Grammar Final</p>	<p>Proctored Event:</p> <ul style="list-style-type: none"> • Five-paragraph essay • Grammar Final 	<p>*1, 2, 3, 5 **a, b,</p>

*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.

Paragraph Rubric

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

ENGLISH 101 Final Essay Rubric

<p>Content:</p> <ul style="list-style-type: none"> Clearly defined thesis Clearly defined context/purpose/audience Specific and relevant details/supporting examples/evidence and data Adequate Analysis, explanation, and/or discussion 		0 1 2 3 4 5
<p>Organization:</p> <ul style="list-style-type: none"> Title appropriate and formatted correctly (APA) Appropriate introduction (makes the reader want to read) and conclusion (reflects and supports the thesis) Organized logically to support argument Unified paragraphs Coherent paragraphs Sensible transitions 		0 1 2 3 4 5
Content & Organization	40% (x4)	
<p>Sentence Style & Syntax</p> <ul style="list-style-type: none"> Sentence structures and beginnings varied Sentences complex Efficient and sophisticated word use Transitions between and within sentences 		0 1 2 3 4 5
<p>Diction & Spelling</p> <ul style="list-style-type: none"> Accurate diction Correct word forms and endings Correct spelling 		0 1 2 3 4 5
Sentence Style & Syntax/Diction & Spelling	20% (x2)	
<p>Grammar & Mechanics</p> <ul style="list-style-type: none"> No fragments No fused sentences or comma splices No tense shifts Correct subject/verb agreement Correct pronoun usage Correct pronoun reference Correct use of apostrophes and quotation marks Correct use of commas Correct capitalization 		0 1 2 3 4 5
Grammar & Mechanics	25% (x5)	
<p>Creativity & Imagination Paper is insightful, original, and sophisticated. Student shows exceptional imagination and/or critical thinking.</p>		0 1 2 3 4 5
	15% x (3)	
Notes:	Total Grade	