



ENGL 1010
COURSE SYLLABUS
Web-enhanced / Lecture
Summer Semester 2016

Semester: Summer 2016
Course Title: Fundamentals of English I
Course Number: ENGL. 1010
Credit Hours/ Minutes: 3 / 2250
Class Location: Room # 156, Main Building
Class Meets: Tuesday & Thursday 8:00-9:15 a.m.
CRN: 60160

Instructor: Vicky Conner
Office Hours: M 9-12, TR 1-3, W 11-12 & 4-5:30
Office Location: MAIN BUILDING ROOM 155
Email Address: vconner@southeasterntech.edu
Phone: 912-538-1992
Fax Number: 912-538-3156
Tutoring Hours: Please schedule an appointment.

REQUIRED TEXT: Langan, J. (2015). *English Skills with Readings*. New York, NY: McGraw-Hill.

REQUIRED SUPPLIES & SOFTWARE: flash drive, loose leaf paper and binder, pencils, blue-black pens, and access to Internet and STC's Information Delivery System (IDS).

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
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: Students are expected to bring all materials, especially their books, to class. Failure to do so will result in a ten-point penalty on the next grammar test. Students are required to complete all assignments on the lesson plan by their due dates to exit the class. **All assignments** must be in APA format, typed in Microsoft Word, and submitted in a Blackboard assignment on the due date to get a grade. If I cannot open the assignment, a zero will be given. Writing assignments sent through OWL mail will not be accepted. Late

assignments will not be accepted, and assignment boxes or quizzes will become inactive after the deadline. All grades during semester will be posted in Blackboard and will not be rounded up for final grades. Dropping a grade or extra credit assignments will not be given.

CELL PHONE POLICY: As STC policy states, cell phones are not to be used while in class. When a student enters the classroom, the cell phone 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 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 is texting during a test, he or she will be given a zero.

ATTENDANCE GUIDELINES: 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.

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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley (478) 289-2274-- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

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 accessed 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.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): The course has four major grammar exams. One makeup grammar test will be allowed and will be administered at the end of the course at the instructor's discretion. If a student misses more than one grammar exam, the student will be allowed to make-up one grade and will receive a zero for the other. Quizzes given during class and missed will not be made up and will receive a zero. All writing assignments will be written in class. If a student misses a writing assignment, he or she must schedule a time outside of class to write the assignment; the assignment must be handed in within a week of the student's return. Only one make-up writing assignment will be allowed. A make-up test for the final essay or the final grammar exam will not be given. Dropping a grade or extra credit assignments will not be given.

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:

--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.

--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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

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 the STC website at www.southeasterntech.edu.

GRADING POLICY

Grammar Tests 25%
Quizzes 10%
Writing Assignments
40%
Grammar final 10%
Essay final 15%

**GRADING
SCALE**

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

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.*

**ENGL 1010
SUMMER SEMESTER 2016 LESSON PLAN**

The official copy of the syllabus is located inside the student's online course shell or will be given to student during face-to-face class time during the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course student is enrolled in is for planning purposes only .

Date	Chap / Less	What we do in class	Assignments & Tests Due	Comp Area
Week 1--May 19				
	chapter1	<p>First day of class Introduction of the Course—Syllabi, Outline, Rules, Paperwork Log into Blackboard An Introduction to Writing</p>	<p>Assignments due before class May 24 Thursday, May 19, 5 p.m. in lab 809 Gillis Building</p> <p>Thursday, May 26, 12 Noon in lab 809 Gillis Building</p> <p>Students may attend either session. These sessions are optional, but strongly encouraged, especially if the student is new to online learning. For those who attend and sign the sign-in sheet, a five-point bonus will be given on the first writing assignment.</p> <p>The workshop will introduce the blackboard environment and pass along general knowledge about blackboard such as how to log into the course, what a course will look like once they have logged in and how to navigate around inside the course. Discussion boards and how to upload and attach files to assignment links in a course are also discussed. Information on the remote lab and email access will also be touched on.</p> <p>Throughout the semester, I will randomly take up homework. Be sure to write your homework on paper or be prepared to tear pages from your book. For each chapter of completed homework I collect, I will award 10 extra points. The student who completes all 10 assignments will receive an extra 100 homework grade, 9 assignments a 90, etc.</p> <p>Read the syllabus thoroughly.</p>	<p>*1,2,3 **a, c, d</p>

			<p>In <i>English Skills with Readings</i> by Langan, complete the Diagnostic Test on page 682. This test is to find your grammar strengths and weaknesses. Please write answers on a separate sheet of paper and bring to class.</p> <p>Complete chapter 18 “Subjects and Verbs” page 359. Then, go to Blackboard, click on Grammar Lessons, Subjects and Verbs, and look at the power point and videos. Check your answers before class. Be ready to discuss in class.</p> <p>In Langan’s <i>English Skills with Readings</i>, read chapter 2 and complete activities 1-17.</p>	
		May 24		
	chapter 21 chapter 30 chapter 2	Identifying subjects and verbs Discussion on The Writing Process We will write our first paragraph.	<p>due before class May 26</p> <p>Read chapter 30 “Capital Letters” page 447, and complete exercises 1-3.</p> <p>Read chapter 31 “Numbers and Abbreviations,” and complete activities 1-2.</p> <p>In BB, go to Grammar Lessons, and complete the assignments in the Fragment folder.</p> <p>In Langan’s <i>English Skills with Readings</i>, read chapter 3 and complete activities 1-17. Be sure to check your answers before class, and make a note of any questions.</p>	*1,2,3 **a,c,d
Week 2--May 26				
	chapter 3	Capital Letters Numbers and Abbreviations Finding and correcting fragments The First and Second Steps of Writing Review the structure of a paragraph. Work with the different parts of a paragraph.	<p>due before class May 31</p> <p>Complete the folder Run-ons. Be sure to check your answers.</p> <p>In Langan, read chapter 4 and complete activities 1-12. Check your answers.</p>	*1,2,3 **a, c, d
		May 31		
	chapter 4	“Do It Better” page 602 Finding and correcting run-ons The Third Step in Writing—working with transitions Introducing the Example Paragraph	<p>due before class June 2</p> <p>Study for Grammar Test 1. The test will cover fragments, run-ons, capital letters, and numbers and abbreviations.</p> <p>In Langan, read chapter 29 page 442. Complete activities 1-3.</p> <p>Rough draft for Example paragraph is due. Bring a hard copy of the outline and paragraph to class. We will have a peer review in class.</p>	*1, 2, 3 **a, c, d
Week 3-- June 2				

	chapter 29	<p>"Rowing the Bus" on page 554</p> <p>Peer Review of Example paragraph</p> <p>Paper Format</p> <p>Grammar Test 1 will be given in class. The test will cover fragments, run-ons, capital letters, and numbers and abbreviations.</p>	<p>due before class June 7</p> <p>In Langan, read chapter 6, and complete activities 1-11. Check your answers afterward.</p>	<p>*1, 2, 3</p> <p>**a, c, d</p>
June 7				
	chapter 6	<p>Four Bases for Revising Writing</p> <p>We will revise the final draft of the example paragraph in class.</p>	<p>due before class June 9</p> <p>In BB, click on Grammar Lessons, and complete the Verbs folders. Be sure to check your answers.</p>	<p>*1, 2, 3</p> <p>**a, c, d</p>
Week 4--June 9				
	chapters 22, 23, and 24 chapter 5	<p>We will work with regular and irregular verbs, standard English verbs, and subject-verb agreement.</p> <p>Cause or Effect paragraph</p>	<p>due before class June 14</p> <p>In BB, click on Grammar Lessons, and complete the Pronoun folders.</p>	<p>*1, 2, 3</p> <p>**a, c, d</p>
June 14				
	chapter 5	<p>We will work on Pronouns</p> <p>We will write the cause or effect paragraph in class.</p>	<p>due before class June 16</p> <p>Study for Grammar Exam 2 over Verbs and Pronouns. The test will consist of 30 multiple choice questions over chapters 22, 23, 24, 25, and 26.</p>	<p>*1, 2, 3</p> <p>**a, c, d</p>
Week 5--June 16				
	chapter 28 and 29	<p>Learning about Comparative or Contrast paragraph</p> <p>Grammar Exam 2</p>	<p>due before June 21</p> <p>In BB, click on Grammar Lessons and complete the folder for chapter 5. We will work with activities 1-11 in class.</p> <p>The rough draft of the comparison or contrast paragraph is due. Bring a hard copy of the outline and paragraph to class. I will read the outline in class.</p>	<p>*1,2,3</p> <p>**a, c, d</p>
June 21				
		<p>We will write a comparison or a contrast paragraph after the test.</p> <p>We will work on chapter 5</p>	<p>due before June 23</p> <p>Complete the worksheet on chapter 5 and be prepared to work on the board.</p>	<p>*1, 2, 3</p> <p>**a, c, d</p>
Week 6--June 23				
	chapter 5	<p>Conciseness</p> <p>Consistent Point of View</p> <p>Sentence Variety</p>	<p>due before class June 28</p> <p>Complete the chapter 5 worksheet.</p> <p>In BB, click on Grammar Lessons, and complete the folders for Apostrophes and Quotation Marks. Check answers when finished.</p> <p>In Langan, read chapter 18 "What is an Essay?" and complete activities 1-8.</p>	<p>*1, 2, 3, 5</p> <p>**a, c, d</p>
June 28				
	chapter 35 and 36 chapter 18	<p>Grammar Exam 3--Chapter 5 test</p> <p>Structure of an Essay</p> <p>We will begin the rough draft of Essay 1</p>	<p>due before June 30</p> <p>Complete the folder for chapter 34 "Commas." Check answers when</p>	<p>*1, 2, 3</p> <p>**a, c, d</p>

			finished. Complete the folder for chapter 38 "Other Punctuation." Check answers when finished.	
Week 7--June 30				
		"Different is Just Different" page 582 Peer Review of rough draft of Essay 1 We will write the final draft of essay 1	due before July 12 Complete the Modifiers folder. Check answers when finished.	*1, 2, 3, 5 **a, c, d
		Spring Break—No class on July 5 and 7		
		July 12		
		Library Project	due before July 14 Library Project is due. Follow the directions on the front page of the project. This assignment must be printed off and handed in.	*1, 2, 3, 4, 5 **a, c, d
Week 8--July 14				
	chapter 35, 36, 37 and 38 chapter 28	"All the Good Things" Apostrophes and Quotation Marks Commas and Other Punctuation Modifiers	due before July 19 Week 9 Study for Grammar Test 4.	*1, 2, 3, 4, 5 **a, c, d
		July 19		
		Grammar Test 4 Preparation for Essay 2	due before class July 21 Complete the Sentence-Skills Achievement Test. Be prepared to ask questions to prepare for final. Also, review any practice tests on Bb and use Grammar Bytes to help prepare for the grammar final.	*1, 2, 3 **a, c, d
Week 10-- July 21				
		Write Essay 2 Grammar Final—The grammar final consists of fifty multiple choice questions.	due before July 26	*1, 2, 3, 5 **a, c, d
		July 26		
		Feedback on Essay 2. We will write the essay final.		*1, 2, 3 **a, c, d
		The instructor reserves the right to modify these lesson plans as she deems 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 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.

Grading Scale –Exemplification Paragraph

<u>Example</u> <ul style="list-style-type: none"> • Examples to support topic sentence • Examples stated clearly • 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 	15
<u>Topic Sentence</u> <ul style="list-style-type: none"> • States topic • Expresses opinion attitude or feeling • Focused • Restated as 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 • Connecting Words between ideas achieve coherence 	25
<u>Title</u> <ul style="list-style-type: none"> • Appropriate • Formatted correctly 	10
<u>Grammar</u> <ul style="list-style-type: none"> • Complete Sentences • Correct use of commas 	10
A ten-point penalty will be applied if ALL instructions are not followed. <u>Total Points</u>	

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

Grading Scale – Compare/Contrast Paragraph

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

**5-Paragraph Essay Grading Scale
English 101**

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

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