



**ENGL 0090
COURSE SYLLABUS
Summer Semester 2015
FY: 201616**

Disclaimer: The instructor reserves the right to change the syllabus and/or lesson plan as necessary.

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

Semester: Summer 2016

Course Title: Learning Support English

Course Number: ENGL 0090

Credit Hours/ Minutes: 3 / 2250

Class Location: Building 2, Room 2205

Class Meets: Tuesday & Thursday

8:00 a.m. – 10:15 a.m.

CRN: 60164

Instructor: S. Holton, M.Ed.

Office Hours: By Appointment

Office Location: Room 326, Main Building

Email Address: sholton@southeasterntech.edu

Phone: 478-289-2236

REQUIRED TEXT:

Flachmann, K. (2014). *Mosaics reading and writing paragraphs*. Upper Saddle River, NJ: Pearson.

REQUIRED SUPPLIES & SOFTWARE:

- *Mosaics reading and writing paragraphs*
- *MyWritingLab* - purchased @ the STC bookstore
- Access to Internet - if you wish to work on assignments away from the STC campus
- Headset/Earphones - if you wish to have access to website audio
- The recommended resolution for *MyWritingLab* is 1280 x 800. Lower resolutions may result in display issues, such as pages being cut off on the right.
- Depending on the content of your site, you may also need to download one or more free plug-ins such as Adobe Reader®, Adobe Flash Play®, or Adobe Shockwave® Player.
- Access to Student Owl Mail

COURSE DESCRIPTION:

This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students will progress at their own pace to master each module.

MAJOR COURSE COMPETENCIES:

Module 1 – Basic Skills

Module 2 – Basic Punctuation and Sentence Structure
Module 3 – Sentence Structure, Grammar, Syntax
Module 4 – Paragraph Writing
Module 5 – Essay Writing

PREREQUISITE(S):

None

COURSE OUTLINE:

Module 1 – Basic Skills

1. Capitalize words and abbreviations correctly with the context of the student's own writing.
2. Spell commonly used words within the context of the student's own writing.
3. Spell frequently misspelled words within the context of the student's own writing.
4. Demonstrate appropriate word choice in provided sentences based on synonyms, basic comparisons/analogies, antonyms, etc. and within the context of the student's own writing.

Module 2 – Basic Punctuation and Sentence Structure

1. Demonstrate the correct word use of the period, question marks, and exclamation point as end punctuation within the context of the student's own writing.
2. Demonstrate the correct use of punctuation marks (other than those used in sentence structure) within the student's own writing.
3. Demonstrate the use of complete sentences (subject, verb, complete thought) within the context of the student's own writing.
4. Identify fragments, run-ons, and comma splices.
5. Identify methods to correct sentence-level errors.
6. Revise sentence-level errors in the writing of others and identify and revise sentence level errors in personal writing.
7. Write complete simple sentences using correct punctuation, spelling, and capitalization within the structure of a paragraph.

Module 3 – Sentence Structure, Grammar, Syntax

1. Identify and use key sentence parts (subjects, verbs, phrases, clauses, and parts of speech) to create sentence variety in the student's own writing.
2. Identify and use proper pronoun cases and pronoun agreement in writing.
3. Demonstrate correct subject-verb agreement in writing.
4. Maintain simple verb tenses (present, past, and future) in authentic writing assignment.
5. Write simple, compound, and complex sentences demonstrating understanding of coordination and subordination in a paragraph.
6. Use commas, end punctuation marks, semi-colons, apostrophes, and quotation marks effectively and correctly in an authentic assignment.

Module 4: Paragraph Writing

1. Apply the steps to the writing process (prewriting, drafting, revision, and publication) for an authentic writing assignment.
2. Use readings to evaluate, analyze, and inform writing
3. Develop written paragraphs that incorporate well-developed topic sentences, details, conclusions, and transitions.
4. Write unified paragraphs that develop main ideas with relevant supporting details.
5. Apply a variety of rhetorical strategies for organizing ideas in paragraphs.
6. Proofread, edit, and revise simple paragraphs written by others and revise own paragraphs.

Module 5 – Essay Writing

1. Apply the steps to the writing process (prewriting, drafting, revision and publication) to develop essays.
2. Read and evaluate essays for unified, coherent and well-developed introductory, body, and concluding paragraphs.
3. Apply varied strategies for writing unified, coherent and well-developed introductory, body, and concluding paragraphs to support a thesis statement in an organized essay.
4. Use transitions between ideas and paragraphs.
5. Select appropriate sources and integrate source material effectively using approved documentation style and formatting.
6. Revise student's own essays for style, organization, and development.
7. Edit and proofread student's own essays for mechanics (punctuation, capitalization, and spelling) and grammatical errors.

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:

ENGL 0090 is a personalized learning environment and computerized base learning is the primary mode of content delivery. Therefore, student requirements are as follows:

1. Students are expected to complete all assignments required by the Path Builder of the student's *MyWritingLab*.
2. Students are expected to be on task with the assignments while in the *MyWritingLab* classroom.
3. Students should plan to work outside of the *MyWritingLab* classroom in order to complete the modular assignments of the *MyWritingLab* Learning Path.
4. As STC policy states no cell phone usage will be allowed in the classroom environment.
5. The instructor reserves the right to ask students to exit the classroom when cell phone usage is observed.
6. *MyWritingLab* post-tests must be taken on campus in the *MyWritingLab* classroom with the instructor present.
7. No notes or other material may be used during the *MyWritingLab* post-tests.

8. Students must complete any *MyWritingLab* post-test in one class session without interruption and in the presence of the instructor or assigned designee.
9. Students will meet with the instructor to discuss the results of their personal Learning Path Manager results.
10. Should any component of this course need to be altered during the semester, students will receive oral and written communication.
11. While this is a Personalized Learning environment and the majority of the course work is completed in computerized modular format, a writing component is attached to Module 5, Module 6, and Module 7. These written assessments must be completed at the end of each module. The written assignments of ENGL 0090 will not be accepted at any other time during the course. As well, these written assignments must be completed before the last day of class and must be completed before the student takes the Mastery Skills Test (comprehensive final).

ATTENDANCE GUIDELINES: Learning Support

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.

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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.

Due to the structure of ENGL 0090, students whose class meets for 2 classes for 15 weeks will be allowed to miss 3 (2 classes per week X 15 weeks = 30 total classes...10% of 30 classes = 3 missed classes) class sessions without penalty. On the fourth absence, the student will be dropped from READ 0090 by the instructor. The student will receive a grade according to STC's Learning Support Grading Policy. The Learning Support Grading Policy is discussed in Grading Policy.

Students whose class meets for 1 class for 15 weeks will be allowed to miss 2 (1 X 15 = 15... 10% of 15 = 1.5) class sessions without penalty. On the third absence, the student will be

dropped from READ 0090 by the instructor. The student will receive a grade according to STC's Learning Support Grading Policy.

Summer Semester:

Summer Semester meets for 9 weeks; therefore, classes that meet for 2 classes for 9 weeks will be allowed to miss 2 class (2 classes per week X 9 weeks = 18 total classes ... 10% of 18 classes = 1.8 (rounded to 2 classes).

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 determine if accommodations are available.

- Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274
- Helen Thomas, Room 108 Vidalia Campus, 912-538-3126

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, Room 1208, (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:

ENGL 0090 is a personalized learning environment; therefore, no makeup guidelines are applicable for this course. Students are expected to complete all components of each assignment.

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

MyWritingLab 100%

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.

To successfully exit ENGL 0090, students must complete Modules 1 – 7 with a B or better on each module, successfully complete the writing assignments that accompany Module 5 and Module 7. To receive partial credit for ENGL 0090, students must complete a minimum of Modules 1 – 3 with a B or better. Any student who does not successfully exit ENGL 009 must register for ENGL 0090 the following semester. The Pearson *MyWritingLab* access code is valid for 2 semesters.

Any student who does not successfully exit ENGL 0090 in 2 semesters will be required to register for ENGL 0090 the following semester. However, the student may need to purchase a new Pearson *MyWritingLab* access code. Should a student need to purchase a new Pearson *MyWritingLab* access code, assignments that were previously completed may be void.

Students who do not complete Modules 1 – 3, will receive a D* in the course and must register for ENGL 0090 the following semester.

ADDITIONAL COURSE REQUIREMENTS – GRADING POLICIES:

At the end of **Module 4: Usage & Style**, students will complete a comprehensive grammar exam. This exam will be taken manually, print exam and handwritten responses. Students must score 80 or higher on this exam before progressing to Module 5. Students who do not score at least an 80 on this exam must remediate. The type of remediation will be at the discretion of the instructor. After remediation, the student will retest to show mastery. Then, students may progress to Module 5.

At the completion of the modular assignments and the Post-test in the *MyWritingLab*, Module 5, The Craft of Writing, students will complete and be successful with 6 writing activities. See the

ENGL 0090 Lesson Plans for details about these assignments. The assignments will be provided by the instructor. Students will be allowed to revise each writing assignment until students are successful with each writing assignment.

Next, the students may begin Module 7. After the students have completed **Module 7: Essay Development**, the modular assignments and the Post-test, the students will compose an essay. The essay topic will be provided by the instructor. The writing process involved in this essay must be completed in the ENGL 0090 classroom with the instructor present. The essay may be revised as necessary to achieve a grade of 80 or higher.

The final component of ENGL 0090 is the Writing Mastery Check. A score of 80 or higher must be achieved. Students will have two opportunities to achieve a 70 or higher on this assessment. Any student not earning a score of 70 or higher on the second retake must remediate. Again, the type of remediation will be at the discretion of the ENGL 0090 instructor.

ENGL 0090
SUMMER SEMESTER 2016 (201616)
LESSON PLAN / PACING GUIDE
Personalized Learning Environment

After the week of May 23, 2016, this schedule will change according to the needs of each student. This is a Pacing Guide. If you have questions about your performance or other concerns, please contact the instructor.

Week/Date	Content	Assignments	Competency Area & General Core Educational Competencies
Week 1 05/18/16	Introduction to ENGL 0090 Class Rules & Regulations Discuss syllabus	Access the <i>MyWritingLab</i> and complete the <i>MyWritingLab</i> Learning Path Builder – This diagnostic exam will create the individualized Learning Path Builder	1, 2, 3 a, c, d
Week 2 05/23/16	Modules assigned from the <i>MyWritingLab</i> Learning Path Builder	Complete assignments generated by Learning Path relating to the Module Module W1. Basic Grammar	1, 2, 3 a, c, d
Week 3 05/30/16	Modules assigned from the <i>MyWritingLab</i> Learning Path Builder	Complete assignments generated by Learning Path relating to the Module Module W2. Sentence Skills Monday, May 30, 2015: Holiday – No Class	1, 2, 3 a, c, d
Week 4	Modules assigned from the	Complete assignments	1, 2, 3

06/06/16	<i>MyWritingLab</i> Learning Path Builder	generated by Learning Path relating to the Module Module 3. Punctuation, Mechanics, and Spelling	a, c, d
Week 5 06/13/16	Modules assigned from the <i>MyWritingLab</i> Learning Path Builder	Complete assignments generated by Learning Path relating to the Module	1, 2, 3 a, c, d
Week 6 06/20/16	Modules assigned from the <i>MyWritingLab</i> Learning Path Builder	Complete assignments generated by Learning Path relating to the Module Module W4. Usage and Style	1, 2, 3 a, c, d
Week 7 06/27/16	Modules assigned from the <i>MyWritingLab</i> Learning Path Builder	Complete assignments generated by Learning Path relating to the Module Module W5. The Craft of Writing	1, 2, 3 a, c, d
Week 8 07/04/16	Summer Break No Classes Monday, July 4, 2016 – Thursday, July 7, 2016		
Week 9 07/11/16	Modules assigned from the <i>MyWritingLab</i> Learning Path Builder	Complete assignments generated by Learning Path relating to the Module Module W7. Essay Development	1, 2, 3 a, c, d
Week 10 07/18/16	Modules assigned from the <i>MyWritingLab</i> Learning Path Builder	Complete assignments generated by Learning Path relating to the Module	1, 2, 3 a, c, d
Week 11 07/25/16	Modules assigned from the <i>MyWritingLab</i> Learning Path Builder Last Day of semester: Wednesday, July 27, 2016.	Complete assignments generated by Learning Path relating to the Module Comprehensive Mastery Test – Score of 80 or higher is required. The test	1, 2, 3 a, c, d

		can be repeated until the required score is achieved.	
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***Competency Areas:**

1. Basic Skills
2. Basic Punctuation and Sentence Structure
3. Sentence Structure, Grammar, Syntax
4. Paragraph Writing
5. Essay Writing

****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, to analyze, and to interpret information.

Created: May 20, 2014 (Summer Semester)

Revised: May 13, 2015

Revised: March 28, 2016 (Summer Semester)