



**ENGL 1010 Fundamentals of English**  
**COURSE SYLLABUS**  
**Online**  
**Summer Semester 2020**  
**7.5 weeks**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250  
Class Location: GVTC/Blackboard  
Class Meets: Via Internet for 7.5weeks  
CRN: 60181  
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

**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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

Langan, J.(2014). English skills with readings (9<sup>th</sup> 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.

**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 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 announcements daily. Students should be and become familiar with all tabs in gray on left in Blackboard

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.

**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.

**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 the following 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 Campus:** [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

**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 appropriate campus coordinator.

**Swainsboro Campus:** [Macy Gay mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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 exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

## **PROCTORED EVENT REQUIREMENT**

**Due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202016. Students will complete the event, but will not be required to come on campus to do it.**

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 exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" 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, Tuesday, June 25 3:00-5:00, Room 405 and Swainsboro Campus, Wednesday, June 26; 3:00-5:00, Room 2180

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

*Assignments* are due on Mondays by midnight of the following week. 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 (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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on 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 2020 Lesson Plan/ 7.5 weeks

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 1</b> <b>May 26-May 28</b></p> <p><b>Plan for Proctored Event.</b></p> <p><b>PROCTORED EVENT is July 8</b></p> <p><b>Due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 2020. Students will complete the event, but will not be required to come on campus to do it. The Proctored Test will be available at from 9:00-1:00 on July 8<sup>th</sup>. Please make plans to be online during that time.</b></p>	<p>Chapter 18 Chapter 20 Chapter 21</p>	<p>Introduction to Course Syllabus STC Policies Blackboard Workshop</p> <p>Subjects and Verbs Fragments Run-ons</p>	<p><b><u>Blackboard Assignments for this week are due Monday, June 1 at midnight.</u></b></p> <ul style="list-style-type: none"> <li>• 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. <b>DO THIS BY May 28 at midnight.</b></li> <li>• Read and become familiar with all tabs on the left of the class in Blackboard.</li> <li>• Read and study Chapters 18, 20, and 21 in text.</li> <li>• Go to Grammar Lessons. Complete everything in <b>1.</b>Subjects and Verbs Folder AND <b>2.</b> Fragments and Run-ons folder.</li> <li>• Go to Grammar Tests. Complete Grammar Test #1 (Covers chapters 18, 20, and 21; test actually consists of two short tests.)</li> </ul>	<p>*1, 2, 3 a, c,</p>

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

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 3</b>  <b>June 8-June 11</b>  <b>(65% point of semester is June 18.)</b></p> <p><b>PROCTORED EVENT is July 8</b></p> <p><b>The Proctored Test will be available at from 9:00-1:00 on July 8<sup>th</sup>. Please make plans to be online during that time.</b></p>	<p>Chapter 5  Chapter 6</p> <p>Chapter 10  Chapter 30  Chapter 32  Chapter 33</p>	<p>Fourth Step in Writing Process  Four Bases for Revising Writing</p> <p>Cause and Effect Paragraph</p> <p>Capital Letters pages 447-455.</p> <p>Apostrophes pages 460-467</p> <p>Quotation Marks pages 468-475</p>	<p><b><u>Blackboard assignments for this week are due by Monday, June 15 at midnight.</u></b></p> <ul style="list-style-type: none"> <li>• Read Chapter 5 Fourth Step in Writing Process</li> <li>• Read Chapter 6 Four Bases for Revising Writing</li> <li>• Go to Discussion Boards (DB). Complete Discussion Boards #1 and #2. (Please adhere to DB rubric found in Grading Rubrics.)</li> <li>• Read thoroughly Chapter 10 on Cause/Effect Writing.</li> <li>• Go to Writing Lessons. Read, watch, and/or complete everything in the Cause and/or Effect Writing folder.</li> <li>• 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.</li> <li>• Read Chapters 30, 32, and 33; Capital Letters, Apostrophes, and Quotation Marks.</li> <li>• Go to Grammar Lessons. Complete everything in Capital Letters, Apostrophes, and Quotation Marks folder.</li> <li>• Go to Writing Assignments and complete the Cause or Effect paragraph assignment and attach as a Word document in drop box.</li> <li>• Go to Grammar Tests. Complete Grammar Test #3. (Covers chapters 30, 32, and 33.)</li> </ul>	<p>*1,2,3,5  a,c,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 4</b>  <b>June 15- June 18</b>  <b>(65% point of semester is June 18.)</b></p> <p><b>PROCTORED EVENT is July 8</b></p> <p><b>The Proctored Test will be available at from 9:00-1:00 on July 8<sup>th</sup>. Please make plans to be online during that time.</b></p>	<p>Chapter 24</p> <p>Chapter 27</p> <p>Chapter 28</p> <p>Chapter 34</p> <p>Chapter 11</p>	<p>Subject /Verb Agreement</p> <p>Adjectives/Adverbs</p> <p>Misplaced/Dangling Modifiers</p> <p>Commas Comparison/Contrast</p>	<p><b><u>Blackboard assignments for this week are due by Monday, June 22 at midnight.</u></b></p> <ul style="list-style-type: none"> <li>• Go to Discussion Boards. Complete Discussion Boards #3, #4, and #5. (Please adhere to DB rubric found in Grading Rubrics.)</li> <li>• Read thoroughly Chapter 11 on Comparison/Contrast Writing.</li> <li>• Go to Writing Lessons. Read, watch, and/or complete everything in the Comparison/Contrast Writing folder.</li> <li>• Read Chapters 27, 28, and 34: Adjectives and Adverbs; Misplaced and Dangling Modifiers; and Commas.</li> <li>• Go to Grammar Lessons. Complete everything in <b>1.</b>Subject/Verb Agreement; <b>2.</b> Misplaced/Dangling Modifiers; and <b>3.</b> Commas folder</li> <li>• Go to Writing Assignments and complete the Comparison/Contrast paragraph assignment and attach as a Word document in drop box</li> <li>• Go to Grammar Tests. Complete Grammar Test #4 and #5 (Covers chapters 24, 27, 28, and 34.)</li> </ul>	<p>*1, 2, 3, 5</p> <p>**a, b,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p style="text-align: center;"><b>Week 5</b></p> <p><b>June 22- June 25</b> <b>(65% point of semester is June 18.)</b></p> <p style="text-align: center;"><b>PROCTORED EVENT</b></p> <p style="text-align: center;"><b>July 8</b></p> <p><b>The Proctored Test will be available at from 9:00-1:00 on July 8<sup>th</sup>. Please make plans to be online during that time.</b></p>	<p>Chapter 14 Chapter 25 Chapter 26</p>	<p>Description Pronoun Agreement and Reference Pronoun Types Descriptive Paragraph Writing the Essay</p>	<p><b><u>Blackboard assignments for this week are due by Monday, June 29 at midnight.</u></b></p> <ul style="list-style-type: none"> <li>• Go to Discussion Boards. Complete Discussion Boards #6 and #7. (Please adhere to DB rubric found in Grading Rubrics.)</li> <li>• Read thoroughly Chapter 14 on Descriptive Writing.</li> <li>• Go to Writing Lessons. Read, watch, and/or complete everything in the Descriptive Writing folder.</li> <li>• Read Chapters 25 and 26: Pronoun Agreement and Reference; and Pronoun Types.</li> <li>• Go to Grammar Lessons. Complete everything in Pronouns folder.</li> <li>• 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.</li> <li>• Go to Grammar Tests. Complete Grammar Test # 6. (Covers chapters 25 and 26.)</li> </ul>	<p>*1, 2, 3, 5 **a, b,</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 6</b> <b>June 29- July 2</b> <b>PROCTORED EVENT NEXT WEEK</b>  <b>July 8</b>  <b>The Proctored Test will be available at from 9:00-1:00 on July 8<sup>th</sup>. Please make plans to be online during that time.</b>	Chapter 35 Chapter 39 Chapter 40 Chapter 17	Other Punctuation Marks Commonly Confused Words Effective Word Choice  Writing the Essay	<b><u>Blackboard assignments for this week are due by Tuesday, July 7 at midnight.</u></b> <ul style="list-style-type: none"> <li>Go to Discussion Boards. Complete Discussion Boards #8, #9, and #10 (Please adhere to DB rubric found in Grading Rubrics.)</li> <li>Read thoroughly Chapter 17 on Writing the Essay.</li> <li>Go to Writing Lessons. Read, watch, and/or complete everything in The Five Paragraph Essay folder.</li> <li>Read Chapters 35, 39, and 40: Other Punctuation Marks; Commonly Confused Words; and Effective Word Choice.</li> <li>Go to Grammar Lessons. Complete everything in the Other Punctuation Marks, Commonly, Confused Words, and Effective Word Choice folder.</li> <li>Prepare to write Essay at Proctored Event.(Final Essay exam)</li> <li>Chapters 35, 39, and 40 will be part of Final Grammar Exam, (but study all of the Grammar sections) at the Proctored Event.</li> </ul>	*1, 2, 3, 5 **a, b,
<b>Week 7</b> <b>June 6- Holiday</b> <b>July 7- July 9</b> <b>PROCTORED EVENT</b> July 8th		Review for Finals <b>Grammar Final</b> <b>Essay Final</b>	<ul style="list-style-type: none"> <li>Review for Finals</li> </ul> <b>Proctored Event:</b> <ul style="list-style-type: none"> <li>Five-paragraph essay</li> <li>Grammar Final</li> </ul>	*1, 2, 3, 5 **a, b,
<b>Week 8</b> <b>July 13-15</b>		<b>Course Evaluations</b>	<ul style="list-style-type: none"> <li>Course Evaluations</li> </ul>	*1, 2, 3, 5 **a, b,

\*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**

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

## ENGLISH 101 Final Essay Rubric

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