



ENGL 1101
Composition and Rhetoric
COURSE SYLLABUS
Online
Summer Semester 2016
05/18/16 - 07/27/16

Semester: Summer 2016
Course Title: Fundamentals of English
Course Number: ENG 1010
Credit Hours/ Minutes: 3/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet / 9 weeks.
CRN: #60191
Preferred Method of Contact: Email

Instructor: P. Frost
Office Hours: By appointment
Office Location: Main Building, Room 407
Email Address: pfrost@southeasterntech.edu
Phone: 912.538.3163
Fax Number:
Tutoring Hours: By appointment or email

REQUIRED TEXT: Reid, S. (2014). *The Prentice Hall guide for college writers, 10th edition.* Upper Saddle River, N J : Pearson Prentice Hall; Mish, F. (Ed.). (2011).

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.

COURSE DESCRIPTION: Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include: writing analysis and practice; revision; and research. Students write research papers using library resources and using a formatting and documentation style appropriate to the purpose and audience.

MAJOR COURSE COMPETENCIES: Topics include: writing analysis and practice, revision, and research.

PREREQUISITE(S): **Appropriate degree-level writing (English) placement test score and appropriate degree-level reading placement test score**

COURSE OUTLINE:

1. Writing Analysis and Practice;

2. Revision;
3. Research

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): Weeks begin on Wednesdays and work is due the following Tuesday by 8:00 pm.

Students are expected to complete all assignments by the due dates. Late assignments will NOT be accepted. Assignments become available on Wednesdays and are due on Tuesdays by 8:00 p.m. of the following week. For example, Week 3's assignments should be submitted by Tuesday night at 8:00 pm of Week 4. 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. Students are responsible for policies and procedures included in the STC E-Catalog. Students are responsible for checking e-mails and ANGEL announcements daily. Read instruction documents under Coursework tab in ANGEL if you have any further questions about course content, expectations, or due dates.

Again, students will have one week to complete assignments and two days (usually) to complete tests. All assignments are due at 8:00 pm on the following Tuesday of each week. For example, Week 3's assignments should be submitted by Tuesday at 8:00 of Week 4. 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

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.

Additionally, all online students are required to attend either the Vidalia campus or the Swainsboro campus at an assigned time for a proctored event. Please see **PROCTORED EVENT REQUIREMENT** below for details.

ONLINE ATTENDANCE PROCEDURE: 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 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.

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

Students will have one week to complete assignments and two days (usually) to complete tests. All assignments are due at 8:00 pm on the following Tuesday of each week. For example, Week 3's assignments should be submitted by Tuesday at 8:00 of Week 4. 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 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.

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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. 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 further 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, students must make

arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Mon., June 27th. 3:00-5:00, Main Bldg., Room 405 and Swainsboro Campus, Tues., June 28th, 1:30-3:30, Room tba.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): (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:

--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.

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 five 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 quote
- 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: 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 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 <http://www.southeasterntech.edu>.

GRADING POLICY

Writings	45%
Tests/Vocab	15%
Quizzes//DB/Other	10%
*Grammar Final	20%
Essay Final	15%
(*Proctored Event is required to pass.)	

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.*

**** Instructor reserves the right to modify plans as she deems necessary.**

**English 1101
ONLINE
Summer 2016
Weeks are Wednesday to Tuesday**

Date Weeks begin on Wednesdays.	Chapter / Lesson	Content	Assignments Tests Work is assigned on Wednesdays and due the following Tuesday by 8:00pm.	*Competency Area **Gen. Ed. Competency
Week 1 May 18-May 24	Ch. 12 Grammar	Introduction to Course Syllabus Lesson Plans STC Policies Blackboard Workshop Proctored Even info Student Introductions MyLab Vocab List 1 Rubrics	Attend one of the BLACKBOARD sessions for Spring. Vidalia Campus: Two Days Available: 1) Wed., May 19th at 5:00 p.m., in lab 809 in the Gillis Medical Building, and 2) Thurs., May 26 at noon in the same location. Swainsboro Campus: Two Days Available: 1) Thursday, May 19 at noon., in Math Lab Room 6218 in Building 6, The Larry Butch Parrish Building, and 2) Wednesday, May 25 at noon in the same location. <u>Blackboard Assignments due by 8 pm Tuesday, May 24th.</u> 1. Read all documents and post/respond to <i>each</i> item in “Getting Started” by the beginning of class next Monday to maintain your seat in class. 2. Read the following items in Lessons: Faculty Information- Proctored Event (Eight items) 3. Post in Student Introductions (Respond to two others.) 4. Complete MyLab set-up. This is your online textbook. Read all Mylab Links in BB for instructions. 5. Bookmark and read pages 467-468 in textbook. 6. Complete Vocabulary List 1 chart (Vocabulary Study in BB). (Remember to save these charts as a Word document. Always keep them handy in case I ask you to submit them.) 7. Read/study Grammar Section 1 (pages 560-570) in textbook. 8. Read Rubrics folder in BB. 9. Review your lesson plans for next week’s work and plan accordingly. 10. Check email and announcements for updates.	*1, 2, 3 a, c, d
Week 2 May 25- May	Ch. 1	Annotation	<u>Blackboard assignments due before 8:00pm Tuesday, May 31st.</u>	*1, a, c

31	Grammar Vocabulary	Vocab List 1 Reading Grammar Section 1 MyLab Pathbuilder	<ol style="list-style-type: none"> 1. Read Annotating Folder and take Quiz. 2. Post to this forum: Vocabulary List 1 -Practice Sentences (Vocabulary Study). 3. Read “The Struggle for an Education” (Readings and assessments) and take quiz. 4. Complete MyLab Pathbuilder. Then, work on grammar exercises in <i>Understanding Basic Grammar</i> Module. 5. Read Grammar Study folder in BB- Section 1. 6. Read and annotate Chapter 1 in textbook. 7. Study Vocabulary Words for test next week. 8. Review next week’s work and plan accordingly. 9. Check email and announcements for updates. <p><i>You must have MyLab account by today or you will be withdrawn.</i></p>	
<p style="text-align: center;">Week 3 June 1-June 7</p>	<p>Ch. 6 Ch. 12 Ch. 13</p>	<p>Chapter 6 in text Investigative Essay Grammar 2 Research APA</p>	<p>Blackboard assignments due by 8:00 p. m. Tuesday, June 7th.</p> <ol style="list-style-type: none"> 1. Read pages 163-167;175-188 of Ch. 6 in textbook. 2. Vocabulary Exam List 1 will be this week. 3. Read the first three links in <i>Essays</i> folder- Next, read “The Investigative Essay” folder. Submit Investigative essay topic to instructor via email. The sooner you do this, the sooner you can get your topic approved. 4. Read and bookmark pages 486-509 in textbook. 5. Grammar Exam 1 will be available this week. (Grammar Study Folder) 6. Read and bookmark pages 523-530 in textbook. 7. Read all documents in <i>Research</i> folder. View the power point at least two times. 8. Send draft of essay to your MyLab tutor for feedback... 9. Review your calendar for next week’s work and plan accordingly. 10. Check email and announcements for updates. 	<p>*1,2,3 a,c,</p>
<p style="text-align: center;">Week 4 June 8- June</p>			<p>Blackboard assignments due by 8:00 p. m. Tuesday, June 14th.</p> <ol style="list-style-type: none"> 1. Read the Discussion Board Rubric (Rubrics 	<p>*1, 2, 3 **a, c</p>

<p style="text-align: center;">14</p> <p>PROCTORED EVENT June 27th Vidalia Campus 3:00-5:00 Room 405</p> <p style="text-align: center;">June 28th Swainsboro Campus 1:30-3:30 Room 2102</p>	<p>Grammar</p> <p>Vocabulary</p> <p>Ch. 12</p>	<p>Rubrics</p> <p>Grammar Exam</p> <p>Investigative Essay</p> <p>Researching/Drafting</p> <p>Types of Sources</p> <p>Editing and Proofreading</p> <p>Vocab 2</p> <p>MyLab Section 2</p>	<p>folder in BB). Then read “The Pledge of Allegiance” (Readings and assessments folder) and post to forum (Discussion Boards for Readings) by week’s deadline. Read and respond to at least two other posts.</p> <p>2. Read and Study Grammar Section 2 in textbook</p> <p>3. Investigative Essay due June 14th by 8 pm.</p> <p>4. Vocabulary List 2. Complete the entire chart and save as Word document. Remember to have these ready in case I ask you to submit them.</p> <p>5. Read and bookmark pages 449-463 in textbook.</p> <p>6. Study Vocabulary</p> <p>7. Complete MyLab grammar exercises for Section 2.</p> <p>8. Read and bookmark pages 557-559 in book.</p> <p>9. Check for feedback on your essay topics.</p> <p>10. Review your calendar for next week’s work and plan accordingly.</p> <p>11. Check email and announcements for updates.</p>	
<p>Week 5 June 15- June 21</p> <p>PROCTORED EVENT June 27th Vidalia Campus 3:00-5:00 Room 405</p> <p style="text-align: center;">June 28th Swainsboro Campus 1:30-3:30 Room 2102</p>	<p>Ch. 10</p> <p>Vocabulary</p> <p>Grammar</p> <p>Ch. 12</p> <p>Ch. 13</p>	<p>Ch. 10 in text</p> <p>Reading</p> <p>Discussion Board</p> <p>Research/Drafting</p> <p>Vocabulary 2</p> <p>MyLab</p> <p>Grammar Section 2</p>	<p>Blackboard assignments due by 8:00 p. m. Tuesday, June 21st.</p> <p>1. Read Chapter 10 in text..</p> <p>2. Read all documents in The Argumentative Essay (Essay #2) folder.</p> <p>3. Study Vocabulary Words</p> <p>4. Read “Thank you Old People” and post to forum by midnight Wednesday. Respond to at least two other posts by Monday at midnight</p> <p>5. Read and Study Grammar Section 2 in textbook and BB and work on corresponding MyLab exercises.</p> <p>6. Complete grammar exercises that correspond with Section 2.</p> <p>7. Vocab Exam Unit 2 will be this week</p> <p>8. Review your calendar for next week’s work and plan accordingly.</p> <p>9. Check email and announcements for updates.</p>	<p>*1, 2, 3, **a</p>

<p>Week 6 June 22- June 28 PROCTORED EVENT June 27th Vidalia Campus 3:00-5:00 Room 405 June 28th Swainsboro Campus 1:30-3:30 Room 2102</p>	<p>Ch. 11</p> <p>Vocabulary</p> <p>Grammar</p>	<p>Reading</p> <p>Discussion Board</p> <p>Vocabulary 2</p> <p>MyLab</p>	<p>Blackboard assignments due by 8:00 p. m. Tuesday, June 28th.</p> <ol style="list-style-type: none"> 1. Read and annotate “Letter to America” by Annie Wortham. and post to forum in time to respond to at least two other posts. 2. Vocabulary List 3 Complete the entire chart and save. 3. Grammar Exam 2 will be available this week. 4. Complete grammar exercises in MyLab. 5. Review your calendar for next week’s work and plan accordingly. 6. Check email and announcements for updates. 	<p>*1, **a</p>
<p>Week 7 June 29- July 12 (4th of July week falls during this week. The college will be closed.)</p>	<p>Ch. 10</p> <p>Ch. 11</p> <p>Vocabulary</p> <p>Grammar</p>		<p>Blackboard assignments due by 8:00 p. m. Tuesday, July 12th.</p> <ol style="list-style-type: none"> 1. Argumentative Essay due by 8:00pm Tuesday, July 12th. 2. Read and annotate “American Capitalism Gone with a Whimper” by Stanislav Mishin and post to Discussion Board forum early in week and post at least two responses to your classmates by week’s end. 3. Read/study Grammar Section 3 in textbook and in BB. 5. Study Vocabulary List 3 Words 6. Complete grammar exercises for Section 3 in MyLab. 7. Review your calendar for next week’s work and plan accordingly. 8. Check email and announcements for updates. 	<p>*1, **a</p>

Week 8 July 13- July 19	Ch. 11 Grammar Vocabulary		<p>Blackboard assignments due by 8:00 Tuesday, July 19th.</p> <ol style="list-style-type: none"> 1. Read “A Modest Proposal” and post to discussion board first of the week. Post at least two responses to your classmates by end of week. 2. Read “Never Give Up” and take quiz by end of week. 3. Study/ Read Grammar Section 3 in textbook and in BB and work on corresponding MyLab exercises. 4. Study Vocabulary Words for List 3. 5. Read “Why I Want a Wife” for another good example of satire. (Readings and Assessments folder) 6. Complete grammar exercises for Section 3. 7. Review your calendar for next week’s work and plan accordingly. 8. Vocabulary Exam- List 3 this week 9. Check email and announcements for updates. 	*1, 2, 3, **a, c
Week 9 July 20- July 26	Ch. 3 Ch. 11 Vocabulary Grammar	Annotating Readings Memory Essay Drafting and Revising MyLab Grammar Section 3	<p>Blackboard assignments due by 8:00pm on Tuesday, July 26th.</p> <ol style="list-style-type: none"> 1. Read and annotate Chapter 3 in textbook. Then, take quiz over “The Red Chevy” in Readings and Assessments folder. 2. Read all documents in “The Memory Essay” (Essay #3) 3. Read “Mr. Grump’s Mulberries” and <i>Using Concrete Language</i> in Readings and Assessments folder. 4. Read and bookmark pages 37-38 in your textbook. 	1,2,3, a,c

			<p>5. Grammar Exam 3 will be available this week</p> <p>6. Begin draft Essay # 3</p> <p>7. Read part of Ben Carson's memoir in "Never Give Up" in Readings and Assessments folder.</p> <p>8. Review your calendar for next week's work and plan accordingly.</p> <p>9. Check email and announcements for updates.</p>	
Week 10			<p>Cumulative Grammar Exam</p> <p>Final Essay Exam (Memory Essay)</p>	*1, 2, 3, **a, c
Week				
**The instructor reserves the right to modify these lesson plans as she deems necessary.				

***Course Competencies**

1. **Analysis of Writing**
2. **Applied Grammar and Writing Skills**
3. **Editing and Proofreading Skills**
4. **Research Skills**
5. **Oral Communication Skills**

****General Education Competency Areas**

- 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.