Course Description: This class involves college-level reading and writing assignments that explore 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 a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Competency Areas:
English 1101 emphasizes writing analysis and practice, revision, and research.

Prerequisites:
Program admission level language competency or ENG 098

Student Learning Outcomes:
After completing the course, the student should be able to
1. Read literature and articles and analyze the methods of development
2. Write essays based on personal experiences, observation, and/or assigned readings
3. Demonstrate through writing the ability to employ the various methods of development
4. Demonstrate the ability to edit writing to eliminate jargon, choppiness, dullness, and incoherence to produce a smooth, vivid style appropriate to the subject and audience
5. Demonstrate the ability to proofread writing to eliminate sentence structure errors, verb and pronoun errors, punctuation errors, and spelling errors
6. Identify the major steps in conducting research
7. Locate and use appropriate reference materials for written and oral reports

Required Text:
- Readings for Writers (This is a custom text from Bedford/St. Martin’s publishers designed for Ogeechee Tech instructors and available only at the OTC bookstore.)
- An access code to WritingClass.com, a website where you will do much of the online work for this class. I will explain this site in class.
Materials Needed:
*a single subject notebook
* A device on which to save your work
* a dictionary (required) and a thesaurus (optional)
* ready access to a high-speed internet connection

Course Requirements:

Attendance: Ogeechee Tech requires all students to attend at least 90 percent of class meetings. According to that formula, any student missing more than three days is subject to being dropped. Please understand that the minimum number of allowable absences is to provide for extenuating circumstances such as illness, car trouble etc., so please save them for those situations. In other words, if you’ve missed three days because you just didn’t feel like attending, any extenuating situations that occur later will still mean that you are over the limit and could be dropped. I will attempt to contact any student in danger of being withdrawn to try to resolve the situation first. Once a student is dropped, however, reinstatement will be much more difficult than in the past.

Important Note Regarding Attendance: Please be aware of the new Ogeechee Tech withdrawal policy. It is posted on the school website and on the ANGEL home page.

Tardies: Please be on time to class. If you are not present at the beginning of class, you will be marked absent. If you arrive no more than 15 minutes late, I will count you present, but tardy. Three tardies amount to one absence and will count toward the three allowed absences for this class. If you arrive more than 15 minutes late, you are welcome to stay, but you will still be counted absent for that day.

Assignment Due Dates and Make-up Work: To be fair to everyone, I require that students turn in all assignments no later than the due date. A writing assignment is late if it is not turned in by the end of class on that date. Except for situations involving documented extenuating circumstances, I will accept no late work.

In-Class Conduct: Any student seen using a cell phone for any reason or otherwise not truly present will be counted absent that day, and any such absences will affect the student’s attendance related to the withdrawal policy noted above.
Grading policy:
The letter grade determination for the end-of-the quarter numerical averages will follow the school’s scale:

<table>
<thead>
<tr>
<th>Numerical Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
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<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

Grade Distribution

Short Essays on Assigned Readings: 70%
Full-Length Research Essay: 20%
Writing Class Work: 10%

Essays

“Mini Essays”: You will write approximately two short response essays each week this semester. I will give you a handout that explains these assignments in detail.

Research Essays: You will compose two full-length research essays this semester, one at approximately mid-term, and the other at the end of the semester.

WritingClass.com

The assignments for each week include instructional material and mastery quizzes on this website. Your cumulative average on these quizzes will count 20% of your course grade.

CAAP Test: Every Ogeechee Tech student enrolled in English 1101 must be present to take a standardized test called the CAAP Writing Exam. In order to receive credit for English 1101, students must be present the day this test is given or contact Ms. Thomas, the OTC testing coordinator, within three days of that date to arrange a makeup.

Guide to Grammar and Writing and Quizzes

This site is an excellent resource. It will serve as our writing and grammar handbook and will be the place where you do the online portion of your coursework. Each week’s assignments will include web pages to study and online quizzes to take as practice. Regardless of whether or not I give a quiz on a section, you are responsible for understanding these assignments and demonstrating that comprehension in your writing.

Work Ethics Information:
The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits
have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. As a student in this Ogeechee Technical College course, you will be expected to adhere to the highest standards of these 10 character traits in your behavior as well as your coursework.

**ANGEL**

Because this class is designated as hybrid, it has an ANGEL component, which I will use primarily to post supplemental material handouts and links. When I assign a reading from ANGEL, you should print it and bring it to class along with your response. For those unable to print at home, Ogeechee Tech provides computers and printers in the library and in computer labs, so you should always be able to print these essays before class.

**Email Communication**

Important communication about this course must be transmitted through the Ogeechee Tech student e-mail system. Students should check their student e-mail accounts before each class in order to receive the most up-to-the-minute information about classes and assignments.

Ogeechee Tech sends vital information about financial aid, registration, and college news through the student e-mail system. Students should check their student e-mail accounts periodically for this information.

Student e-mail accounts may be accessed through the college website, www.ogeecheetech.edu, under the “Current Students” tab.

**OTC Alert**

Students are encouraged to sign up for OTC Alert, a system designed to notify students of any emergency on campus. Alerts are sent by text messaging and/or by e-mail. To subscribe to OTC Alert, a student can go to www.ogeecheetech.edu and click on Current Students à Banner Web à OTC Alert Information.

**The Technical College System of Georgia Guarantee**

As a demonstration of our confidence in the quality of our Technical College programs, the Department of Technical and Adult Education warrants every graduate of our Technical College programs offering a technical certificate of credit, diploma, or associate degree as follows:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide.
Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate for tuition or instructional fees.

A claim against the warranty may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.

This warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date. The warranty shall remain in effect for two years immediately following the date of graduation and shall be honored by any Technical College that offers the program from which the individual graduated.

This warranty shall be issued in writing to each graduate entering a program on or after the mandated standards implementation date for the applicable program standard. To inquire or file a claim under this warranty, employees or employers may call the Vice President for Instructional Services.

**Disclaimer:** The instructor reserves the right to amend or correct this course syllabus as necessary. If such a change(s) are necessary, the instructor will provide students with a revised syllabus.