



REID STATE TECHNICAL COLLEGE

COURSE SYLLABUS

I. COURSE PREFIX, NUMBER, TITLE

ENG 101/ English Composition I Online (OL)

II. COURSE HOURS

- 3 Credit hours
- 3 Theory credit hours
- 0 Lab credit hours
- 0 Clinical credit hour
- 3 Contact Hours

III. CLASS MEETING DATES/TIMES/LOCATION

Online/Moodle

IV. CLINICAL DATES/TIMES/LOCATION (None)

None

V. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION

Mr. Frederick J. Middleton
Library/Second Floor, Rm. 216
Office: (251) 578-1313 EXT#217
Cell: (251) 259-0624
Email: fmiddleton@rstc.edu
Office Hours: By Appointment Only

VI. COURSE DESCRIPTION:

English Composition I provides instruction and practice in writing of a least six extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process.

VII. PREREQUISITE(S)/CO-REQUISITE(S)

Prerequisites: Successful completion of COM 093 or a score of 42 or better on the ASSET

Co-requisites: None

VIII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

The Writer's World: Paragraphs and Essays by Lynn Gaetz (required)

IX. PROFESSIONAL COMPETENCIES/OBJECTIVES

The student will achieve proficiency in writing and critical thinking by developing his or her own process of writing through the techniques studied in class. Upon completion of this course, the successful student will write clear, concise, and grammatically correct paragraphs and essays. Elements of grammar and usage will also be covered in class as needed.

X. OUTLINE OF MODULES

- Class Introduction
- Illustration essay
- Narrative essay
- Descriptive essay
- Definition essay
- Comparison and Contrast essay
- Research paper

XI. EVALUATION AND ASSESSMENT

- Grading scale: A=100-90, B=89-80, C=79-70, D=69-60, F=59-0
- Grading criteria: writing assignments will be evaluated for effectiveness of presentation, organization, and adherence to the rules of grammar and usage. Other tests will be graded using a standardized key.
- Testing methods: students will take four major tests
- Feedback: tests and writing assignments will be returned to students one week after the student completes the assignment.

Assignments and Grading

- Grammar & Usage Assignments: 20%
- Tests & Writing Assignments: 50%
- Final exam: 30%

XII. COURSE REQUIREMENTS:

- **Written work guidelines and policies:** students should complete all writing assignments and submit your work by the deadline. If there are extenuating circumstances where a student cannot submit his/her work timely, arrangements must be made with the instructor prior to or immediately after the submission deadline.
- **Make-up and late work:** *No make-ups are given for missed daily work.* Tests may be made up if the student has a valid excuse. *Late assignments, if accepted, are penalized 10 points for every day late.*
- **Academic dishonesty:** any student caught cheating will be referred to the Dean of Students and/or the Dean of Instruction.
- **Classroom participation:** students will participate in the course by completing all assignments, participating in forums (by asking and responding to questions, interacting with other students, engaging the instructor), and working together to ensure that the course demonstrates a good, professional environment.
- **Submission deadlines:** a submission deadline is the date your assignment is due. Please refer to your course calendar for assignment due dates and refer to the assignment instructions as well. A submission deadline is just that....a deadline! If you submit your work late without making prior arrangements with the instructor, your submission may be denied per the deadline rule. It is incumbent upon each of you to know your assignment deadline and adhere to it.

XIII. ATTENDANCE

- a. **Students are expected to visit the course room daily as changes may occur.** Each time you log in, it is documented and that information is not only used to cite your participation in the course, but it is also used for financial aid reporting. Students who are unable to meet course expectations, regardless of the reason or circumstance, should withdraw before poor attendance interferes

with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.

XIV. STATEMENT ON DISCRIMINATION/HARASSMENT

The College and the Alabama Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

XV. AMERICANS WITH DISABILITIES

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. **Please contact the ADA representative.**

XVII STUDENT ACKNOWLEDGEMENT FORM

Instructor/ Student Check List

Student Name _____

Student ID Number _____

E-mail Address _____

Phone Number _____

Please check the following:

The instructor has explained:

_____ Attendance Policy

_____ Students with Disabilities Procedures

_____ Conduct Policy

_____ Grading Procedures

_____ Instructor Expectations

_____ Course Description

Student Signature : _____

Date: _____

ASSIGNMENT SCHEDULE

Week One	Diagnostic Essay Grammar—Chap 20 Fragments and Run-ons
Week Two	Chap 13—Writing the Essay Grammar—Chap 22/23 Verbs
Week Three	Chap 14—The Illustration Essay Complete Writing Activity 1 (5-7 paragraphs) Grammar—Chap 25 Subject/Verb Agreement
Week Four	Writing Activity due—The Illustration Essay Grammar—Chap 28 Pronouns
Week Five	Chap 14—The Narrative Essay Complete Writing Activity 2 (5-7 paragraphs)
Week Six	Writing Activity due—The Narrative Essay Grammar—Chap 29 Adjectives and Adverbs
Week Seven	Chap 14—The Descriptive Essay Complete Writing Activity 3 (5-7 paragraphs)
Week Eight	The Descriptive Essay Grammar—Chap 30 Modifiers
Week Nine	Chap 14—Read p. 224-227 The Definition Essay Complete Writing Activity 4 (5-7 paragraphs)
Week Ten	Writing Activity due—The Definition Essay Grammar—Chap 31 Exact Language
Week Eleven	Chap 14—The Comparison and Contrast Essay Complete Writing Activity 5 (5-7 paragraphs)
Week Twelve	Writing Activity due—The Comparison and Contrast Essay Grammar—Chap 33/34 Punctuation
Week Thirteen	Biography essay/Interpersonal Communication Skills Review
Weeks 14-16	Writing Activity due—Biography Essay Final Exam

This schedule is subject to change if necessary