



ENGL 1101 – Syllabus (Dual Enrollment)

Instructor Information

Name

Salina Mendez

Email

salina.mendez@hcbe.net

Phone

478-218-7537

Office location and hours

Veterans High School Room 2509

I am available Tuesdays and Thursdays from 7:25-7:55am.

Instructor availability

Students are encouraged to email or come by the instructor's classroom before or after school but are also encouraged to make appointments to ensure instructor availability. Please refer to the office hours above. For concerns or problems in this course, the first point of contact is the course instructor. If the problems or concerns cannot be resolved through the instructor, the next point of contact is the Veterans High School counselors' office and administration.

All course-related communication should be sent using your **hcbe email** and **Blackboard Message system**, not the CGTC email system.

Course Schedule

Term

Fall semester English 1101

Course type

This is a classroom course taught at Veterans High School.

Meeting days/times

We will meet according to the Houston County Board of Education calendar. We will meet Monday through Friday each week.

Campus and room location

Veterans High School, Room 2509

Required course textbook(s), software and/or materials

Textbook(s)

Successful College Composition, 8th edition, Kathryn Crowder, Lauren Curtright, Nancy Gilbert, Barbara Hall, Tracienne Ravita, and Kirk Swensen, *English Open Textbooks* (in Blackboard). A print-on-demand version of this

textbook is available through the CGTC bookstore for \$30. **Please do not attempt to print the entire textbook or large portions of the textbook from a classroom, library, or Academic Success Center printer.**

Software

- Blackboard account
- Please make sure that you submit all documents in this course in PDF or Microsoft Word 2010, 2013, or 2016 with an extension of .docx rather than using Word Online as this version poses a problem in formatting your documents in accordance to MLA 8.0 guidelines; furthermore, the online program is not accepted in the Blackboard Safe Assign drop boxes, and instructors are not able to provide students helpful editing feedback as they can in the 2010, 2013, and 2016 .docx documents. If you do not have access to Word, you may click on the CGTC homepage, go to Student Resources, then Technology and Electronic Resources, and you may thereby download Office 2016 for free.

Materials/supplies

- Paper and pencil/pen
- Regular access to internet

Course Description

Pre- and/or Co- requisites

Appropriate Degree-Level Writing (English) Placement Test Score and Appropriate Degree-Level Reading Placement Test Score or co-requisite ENGL 0098 course.

Credit hours

3 credit hours

Contact hours

I will respond to student emails within 24 hours of receiving them and between the hours of 7:00am and 3:30pm. No emails will be answered on weekends and/or holidays.

Course description

ENGL 1101 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 a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Course objectives

Students will master learning outcomes in the following areas:

1. Read essays and articles and analyze the methods of development.
2. Write essays based on personal experiences, observation, and/or assigned readings.
3. Demonstrate the ability to edit writing to eliminate jargon, choppy, dullness, and incoherence to produce a smooth, vivid style appropriate to the subject and the audience.
4. Demonstrate the ability to proofread to eliminate sentence structure errors, verb and pronoun errors, punctuation errors, and spelling errors.
5. Locate and use appropriate reference materials for written and oral reports.
6. Produce a research paper while using the appropriate formatting and documentation style.

Instructional delivery methods

This course is taught in class at Veterans High School and may also include any or all of the following methods to facilitate learning: lecture notes, independent reading and notes and/or outlines, multimedia presentations, presentations, examinations, class discussion, and other assignments.

Safety Policy

Please also refer to COVID-19 and other illness related information on this syllabus and on the Houston County website.

Student Rights/Responsibilities/Conduct

Students are expected to abide by the Code of Conduct as outlined in the Student Conduct Code section of the CGTC Catalog and by the Houston County Board of Education.

Student Support Services

Counseling Services

CGTC offers free counseling support to students, faculty, and staff to assist with concerns such as anxiety, stress, emotional problems, relationships, and alcohol/substance abuse. To read more or request an appointment, visit the CGTC [Counseling Services](#) website¹ located under Student Services.

The Behavior Assessment & Recommendation Team is committed to promoting safety via a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and wellbeing of Central Georgia Technical college's students, employees, and visitors. To learn more, please see our webpage at [Behavior Assessment & Recommendation Team](#)² or contact the BART via email BART@centralgatech.edu or by calling (478) 757-3553.

Library services

Library help is available through computers, books, journals, videos and online resources in support of your classes. GALILEO and all online library resources can be accessed off-campus using a current CGTC email and password. CGTC has full-service libraries located on the Warner Robins, Macon, and Milledgeville campuses. For hours of operation, visit the [CGTC Library](#) website.³

Attendance Policy

CGTC and the Houston County Board of Education expect each student to be present, on time, and academically engaged in all classes. Students can reasonably expect to attend on a regular basis. The College works with students to make accommodations for documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered processes will require the attendance of the student. Students absent from class for any reason are still responsible for all work missed.

Students receiving financial aid (especially Pell, WIOA, VA, etc.) need to be aware that absences could jeopardize their financial aid status. They may not receive financial aid funds if they do not meet the attendance requirements of the financial aid agency.

Attendance Verification

Attendance verification is required each semester before financial aid funds are disbursed. To remain on the class roster, all enrolled students are required to attend class and complete all required course work. Students

¹ www.centralgatech.edu/student-services/counseling

² www.centralgatech.edu/bart

³ www.centralgatech.edu/library/

not meeting the attendance verification requirement may be dropped from the class and will not receive academic credit or financial aid.

Course Attendance Policy

All dual enrollment students are required to follow the attendance policies of their home high school in addition to any specific attendance requirements outlined in this course syllabus.

Tardy Policy

Students should make every effort to be in class on time. Students arriving to school tardy should report to the office; tardies to any class throughout the day will be marked in Infinite Campus, NO EXCEPTIONS. Be advised that the school will be tracking and monitoring student tardies. Students missing one half or more of a class will be counted absent for that class.

Grades

Course evaluation

Essay 1	20%
Essay 2	25%
Essay 3	30%
Other Assignments	25%

CGTC Grading System

All grades are maintained in Blackboard. The Central Georgia Technical College grading system, as stated in the CGTC Catalog, is as follows

<i>A</i>	(90-100) Excellent	GPA 4.0
<i>B</i>	(80-89) Good	GPA 3.0
<i>C</i>	(70-79) Satisfactory	GPA 2.0
<i>F</i>	(69 or below) Failing	GPA 0.0
<i>I</i>	Incomplete	GPA not computed, counts toward % completed
<i>S</i>	Satisfactory	GPA not computed, counts toward % completed
<i>U</i>	Unsatisfactory	GPA not computed, counts toward % completed

Note: an overall average of 70/C is required to pass the course.

Academic dishonesty

Central Georgia Technical College considers academic integrity an integral part of the learning environment and expects all members of the college community to conduct themselves professionally and with honesty and integrity. According to the CGTC Catalog, any student caught in any form of dishonesty in academic or laboratory work will receive a zero (0) for that work. The second offense will be cause for removal from that class and/or the college. Cases of academic dishonesty that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks if necessary, and citing the source(s).
- Copying and submitting another's work as one's own.
- Using unauthorized notes or equipment (programmable calculator, cell phone, PDA, etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.

- Having someone else take a quiz or exam in one's place, taking an exam for someone else, or assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.
- Using another person's file or copying another student's computer program.
- Other forms of cheating or dishonesty are forbidden, even if not listed here specifically. This policy extends to include the utilization of artificial intelligence (AI).

Self-Plagiarism Policy

Students who have previously taken this course are not allowed to submit work they have already submitted before unless they receive written approval through Blackboard Messages/CGTC email from this instructor prior to submitting an assignment. Students are also not allowed to submit work they have done, in a previous semester or the current semester, for a different course unless they receive written approval through Blackboard Messages/CGTC email from this instructor prior to submitting an assignment. If you violate this policy, you will receive a zero (0) on the assignment for the first offense. The second offense will be cause for removal from this class and/or the college.

Makeup Policy

Makeup Work:

1. Students returning to class after an absence should check with their teacher before/after class starts or during individual work time—this is your responsibility.
2. Per county policy, students must make up assignments within FIVE DAYS of the absence.
3. Long-term or preassigned work will be due on the scheduled day unless there are extenuating circumstances.
4. Tests and quizzes must be made up with your teacher BY APPOINTMENT.

Other Course Policies

Students are expected to abide by the Code of Conduct as outlined in the Student Conduct Code section of the CGTC Student Handbook (catalog), the Veterans High School Student Handbook, and the Houston County Board of Education Code of Conduct.

1. No cell phone use during class.
2. If you are absent the day something important is explained or an assignment is given, it is your responsibility to get the relevant information, assignments, handouts, etc. Lessons, explanations, or assignments are not repeated.
3. You are responsible for assignments made for the next class session; you should contact the instructor or a class member in the event of an unexpected absence. It is best to contact the instructor before an absence is incurred.
4. Almost all assignments, information, handouts, etc. may be accessed online through Google Classroom and Blackboard.
5. You should log on to Blackboard every day and review the schedule so you'll know what assignments to do and when they are due. Plan your time and submit work by the deadlines.
6. No food or drink is allowed in the classrooms. You may only have a bottle of water, unless otherwise documented.
7. No assignments will be accepted via email.
8. All writing assignments must be MLA styled.
9. Because ENGL 1101 is web-enhanced, you must have a back-up plan in place should you experience a problem with your hardware. Utilize your Google Drive, OneDrive, or a flash drive as technology malfunction is NOT an excuse for missing due dates.

Other Relevant Policies/Procedures

Copyright

According to TEACH Act of 2002 the College is obligated to advise you that instructional material included in this course may be subject to copyright protection. As such, you must not share, duplicate, transmit, or store the material of this course beyond the purpose and time frame explicitly stated in the syllabus of your course. If you are not certain whether a particular piece of material is covered by copyright protection, you should contact your instructor and obtain his/her written clarification. Failing to observe copyright protection is a violation of law.

Student Complaints/Grievances

As set forth in its student catalog, Central Georgia Technical College (CGTC) and the Houston County Board of Education does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Central Georgia Technical College 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 Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu. The Title IX coordinator for Northside High School is Mrs. H. Burley.

CGTC is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibits discrimination on the basis of sex. Sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking — is also prohibited at our college.

If you wish to speak confidentially about an incident of sexual misconduct, want more information about filing a report, or have questions about school policies and procedures, please contact our Title IX Coordinator above. More information concerning the formal and informal grievance procedures can be found in the college's online catalog^{4[1]}.

Our school is legally obligated to investigate reports of sexual misconduct, and therefore it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the extent possible.

^{4[1]} <https://www.centralgatech.edu/about-cgtc/grievance-procedure>