



ENGL 1101 – Syllabus

Veterans High School Dual Enrollment

Instructor Information

Name

Jonathan Bates

Email

Jonathan.bates@hcbe.net

Phone

478-218-7537 (VHS)

Office location and hours

VHS room 2508, tutoring available in the afternoon

Instructor availability

Students are encouraged to email, call, or come by the instructor's office 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 **Phillip Hamner, Program Chair – Humanities/Language Arts**, phamner@centralgatech.edu, (478) 218-3782.

Course emails

All course-related communication should be sent using HCBE e-mail.

Course Schedule

Term

Fall 2026

Course type

In class dual enrollment

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.**

To ensure compliance and provide transparency, students need to understand the following key details about the program and their ability to decline participation. By default, ALL students are in the program until they opt out.

Student Opt Out Process

What “Opt Out” Means:

Choosing to decline ALL participation in automatic inclusive access program and associate billing.
Student is responsible for acquiring all required course materials independently.

How to Opt Out:

Clear, step-by-step instructions provided at registration or course start.

Opt Out Deadline:

Opt out requests must be submitted by the published deadline (e.g., the end of the drop/add period) to avoid charges.

Software

- Blackboard account
- Canvas / Google Docs

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

Contact hours

3

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, chopiness, 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

In person at VHS. May also include any or all of the following methods to facilitate learning: lecture notes, independent reading and notes and/or outlines, multi-media presentations, presentations, examinations, class discussion, and other assignments.

Course Policies

Safety Policy

We will abide by all HCBOE and VHS safety procedures. Refer to your student handbook for more information.

CGTC recommends that faculty, staff, and students follow the Centers for Disease Control (CDC) recommendations for respiratory viruses and other general illnesses. Information about the guidelines can be found at the following URL: <https://www.cdc.gov/> Under the “right-to-know” regulations, students are to be made aware of and have access to SDS Datasheets. Access to SDS Datasheets is located on CGTC’s website: <https://cgtc.io/SDS> The link will also be on the Single Sign-on page for students. For more information on campus safety, including campus carry, visit the [Department of Public Safety](#) page on CGTC’s website¹.

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. Students are also required to abide by the VHS Code of Conduct.

Student Support Services

Additional tutoring/supplemental instruction

The Academic Success Center offers free tutoring and academic support for Math, English, Computers, and many other subjects. In-person tutoring is available by visiting any ASC location. Students may also schedule an online tutoring session and submit writing assignments for review by visiting <https://cgtc.quadc.io>. First-time users should register using their CGTC student email address. For additional information, contact the ASC at tutor@centralgatech.edu. Students are encouraged to take advantage of these services early and often to support their academic success. If additional course-specific instruction is needed, students should also contact their instructor.

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](#) website² 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](#)³ or contact the BART via email BART@centralgatech.edu or by calling (478) 757-3553.

¹ www.centralgatech.edu/public-safety/

² www.centralgatech.edu/student-services/counseling

³ www.centralgatech.edu/bart

Special Populations/Disability Accommodations

If you have a disability and require reasonable classroom accommodations, please contact the Office of Special Populations on the Warner Robins Campus in the A Building, just outside the Library Lounge area, or on the Macon Campus in Office J-156 (access through J-135). The Office of Special Populations provides student-centered comprehensive support services and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. Services are available to students who are economically disadvantaged (receiving Pell funds or TANF), physically/mentally disabled, single parents, homeless, out-of-work, English learners, and those enrolled in non-traditional careers for their gender. A student who believes they may fall under one or more special population categories or has a disability of any type should refer to the [Special Populations](#) webpage. Office of Special Populations staff may be reached at specialpops@centralgatech.edu or by phone at 478-218-3229 (Warner Robins Campus) or 478-476-5137 (Macon Campus).

Distance Education Course Support - Blackboard

This course uses the Blackboard Learning Management System (LMS). Students in a course that uses Blackboard are expected to have access to the hardware and software required to complete the course. Please make alternate arrangements for computer access (in case of technical failure) **before** the course begins. If additional assistance is needed, please contact your instructor prior to contacting technical support. The most recent version of Mozilla Firefox or Google Chrome is recommended for use with Blackboard. While compatible, Microsoft Edge and Apple Safari are not recommended. Internet Explorer is not compatible with Blackboard and should not be used. Blackboard technical support information is available on CGTC's [Blackboard Help](#) webpage⁴. Please note, technical support will **not** reset or open any assignments or tests for a student without the instructor's permission.

Library services

The CGTC Library offers a variety of learning resources to support your coursework, including books, online articles, eBooks, videos, and research assistance for both on-campus and remote students. To access GALILEO and other online library resources while off campus, log in with your CGTC Single Sign-On username and password. Visit library locations in Warner Robins, Macon, and Milledgeville to use study spaces, computers, and access printing, scanning, and copying services. View library hours and more at cgtc.io/library website.⁵

Military and Veteran Services

A student who is active duty military, a veteran, or dependent who needs assistance with transitioning to college should refer to CGTC's [Military and Veteran Services](#) webpage⁶ for benefit information. Service members who are activated are encouraged to notify the instructor as soon as possible and provide Activation Orders.

TEAMS Outreach Center

The TEAMS Outreach Center provides early intervention services for students. If you are behind in classes, feeling overwhelmed, or need help getting back on track, visit the [Student Resources](#) section on the CGTC website⁷ to request one-on-one assistance.

⁴ www.centralgatech.edu/academics/online-classes/blackboard-help/

⁵ <https://www.centralgatech.edu/library>

⁶ www.centralgatech.edu/military/

⁷ www.centralgatech.edu/studentresources/

Attendance Policy

CGTC expects each student to be present, on time, and academically engaged in all classes. Students should enroll only in classes that they 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 that 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 should be aware that non-attendance can impact your financial aid award and may cause funds to be removed from the student's account if absence leads to an unofficial withdrawal. Any student who withdraws from class before the 60.01% percent point of the term will be subject to a return of federal Title IV funds (Pell and Student Loans). Students are highly encouraged to speak with a Financial Aid specialist before withdrawing from courses.

Students accepting Federal Student Loans from CGTC should be aware that regulatory changes require that loans be prorated based on enrollment hours and attendance. If a student drops or withdraws from a course, loan adjustments will be necessary and it will impact the amount of loan funds you can receive in your next term of enrollment within the same aid year. Students receiving loans should speak with a Financial Aid specialist before withdrawing from a course.

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 at least one class session or to complete an academic-related activity during the first seven calendar days of each term. Students not meeting the attendance verification requirement will be dropped from the class

Simply logging into an online or blended/hybrid class is not considered an academic-related activity.

Academic-related activities for attendance verification include, but are not limited to, the following:

- Attending an in-person class session
- Completing the initial/orientation assignment for your course
- Participating in an online discussion about academic matters
- Submission of course assignments (including homework, quizzes, tests/exams)
- Email contact with a faculty member to ask a course-related question

Course Attendance Policy

Students must abide by HCBCE attendance policies. ***Please note that 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.***

Dropping a course

Once a student is on the class roster beyond the official drop/add period, he/she becomes responsible for payment (including return of financial aid refunds). Any student who registers for a course must either complete the course requirements or officially withdraw on or before the college's published deadline. ***Non-attendance DOES NOT constitute an official withdrawal. Abandoning a course instead of following official withdrawal procedures may result in a failing course grade with a work ethics grade of 0 and may result in financial aid adjustments to the student's account.*** It is the student's responsibility to follow the college's withdrawal procedure as stated in the CGTC Catalog (Academic Policies section). Students can request an official withdrawal in the Titans Experience portal.

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

A	(90-100) Excellent	GPA 4.0
B	(80-89) Good	GPA 3.0
C	(70-79) Satisfactory	GPA 2.0
D	(60-69) Poor	GPA 1.0
F	(below 60) Failing	GPA 0.0
I	Incomplete	GPA not computed, counts toward % completed
IP	In Progress	GPA not computed
S	Satisfactory	GPA not computed, counts toward % completed
U	Unsatisfactory	GPA not computed, counts toward % completed
W*	Withdrew (no grade)	GPA not computed, counts toward % completed

****Students withdrawing from class on or before the published deadline are issued a grade of "W."***

See the online College [Calendar](#) for term withdrawal deadlines. Student official withdrawals are not allowed after the official date on the College Calendar.

Note: an overall average of 70/C is required to pass the course! Grades for learning support courses (0090-0099) are not calculated in the GPA but do affect course completion rates.

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. The CGTC catalog details examples of academic misconduct, including plagiarism, which is misrepresenting ideas or words as your own without giving proper credit to the original source (to include AI-generated tools such as chatbots and generators for image, audio, video, coding, etc.) 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 may be cause for removal from that class and/or the college. Students with questions about academic misconduct should ask their instructor before submitting work. All submitted work must be the student's own work, and any work submitted by another individual, on behalf of the student represents academic misconduct.

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.

Artificial Intelligence (AI) Statement

CGTC is fully committed to ensuring each student is well-trained and prepared for the workforce.

Students are responsible for submitting their own original work. Submitting academic work created in part or whole by AI, without appropriate citation and instructor permission, is not acceptable. Generative artificial intelligence (AI) software, such as AI Tutor, may be used as a supportive study tool - unless otherwise noted for an assignment. Permissible use will be outlined in the assignment instructions.

For questions about when to use AI, ask your instructor. For questions about how to use AI Tutor or other AI tools for academic study, please reach out to the Academic Success Center.

Makeup Policy

It is the student's responsibility to contact the instructor concerning absences. Late assignments will only be allowed up to three days after the due date with a ten-point deduction for each day late. The Final Research Essay will not be accepted after the due date. In most cases, absent students will need to provide official documentation of absence (jury duty & military service).

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.

Grade Appeals

Students with questions or concerns regarding course grades are encouraged to first discuss these with their instructor. If the student is not able to resolve the issue at the instructor level, please follow the CGTC grade appeal procedure outlined in the Academic Affairs section of the online college catalog.

Student Complaints/Grievances

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designed to handle inquiries regarding the non-discrimination policies: 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: [cajohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

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^[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.

Statement of Equal Opportunity

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

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 instruction costs to either the student or the employer.

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