



ENGL 1101 – Syllabus

This course is taught in the high school setting.

Instructor Information

Dr. Megan Jones

megan.jones@hcbe.net / mljones@centralgatech.edu |

All course-related communication should be sent using the Blackboard Message system, not the CGTC e-mail system. You can also reach your instructor at megan.jones@hcbe.net

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, phammer@centralgatech.edu, (478) 218-3782.**

Course emails

All course-related communication should be sent using the Blackboard Message system, not the CGTC e-mail system.

Course Schedule

Term

Fall 2024

Course type

In-Class Course

Meeting days/times

This course follows the high school schedule.

Campus and room location

See high school syllabus.

Required class sessions/proctored events

This course follows the course schedule and attendance policy of the Houston County School District.

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 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
- USB/flash drive
- Regular access to internet and printer

Course Description

Pre- and/or Co- requisites

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

Credit hours

3

Contact hours

180

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, choppiness, 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

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.

Course Policies

Safety Policy

Please also refer to COVID-19 related information on this syllabus and on CGTC's website. This course follows the safety policies of the Houston County School District.

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 must follow the Code of Conduct of the Houston County School District.

Student Support Services

Additional tutoring/supplemental instruction

Free tutoring for Math, English, Computers, and other subjects is available through the Academic Success/Tutoring Center (ASC). Schedule an online session or submit writing assignments for review at <https://cgtc.quadc.io>. First-time users will need to register using their student email account. For more information contact the ASC at tutor@centralgatech.edu. In the event that a student requires or desires additional instruction in course materials, the student should contact the 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.

Special Populations/Disability Accommodations

If you have a disability and require reasonable classroom accommodations, please register with the Office of Special Populations in Office C-123 (Warner Robins Campus) or Office J-105 (Macon Campus). Additionally, 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

¹ www.centralgatech.edu/public-safety/

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

³ www.centralgatech.edu/bart

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

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.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.

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 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 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 may be dropped from the class

Simply logging into an online or hybrid class is not considered an academic-related activity. Academic-related activities include, but are not limited to, the following:

- Participating in an online discussion about academic matters
- Submission of course assignments (including homework, quizzes, tests/exams)
- Blackboard message contact with a faculty member to ask a course-related question

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

⁵ www.centralgatech.edu/library/

⁶ www.centralgatech.edu/military/

⁷ www.centralgatech.edu/studentresources/

Course Attendance Policy

Dual enrollment students are required to follow the attendance policies of their home high school.

Dropping a course

Once a student is on the class roster beyond the official drop/add period, he/she becomes responsible for payment (including financial aid reimbursement). Any student who registers for a course must either complete the course requirements or officially withdraw on or before the college's published deadline. **A student should not assume that non-attendance constitutes 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).

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 Catalog 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. 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 of 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.

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.

Other Course Policies

Students must follow the Code of Conduct of the Houston County School District and any instructor specific rules provided in the high school syllabus addendum. Students are expected to abide by the Code of Conduct as outlined in the Student Conduct Code section of the CGTC Student Handbook (catalog).

1. Do not text or access social media or personal email during class.
2. If you miss more than ten minutes, you will be marked as absent. It is your responsibility to keep up with the number of absences incurred.
3. Unless you have the instructor's permission, refrain from using all electronic devices (cell phones, laptops, desktop computers, music players, recorders, cameras, earbuds/headphones, pagers, etc.).
4. If you have an emergency situation that requires you to be available via cell phone, please let the instructor know ahead of class time so appropriate action can be taken.
5. DO NOT RECORD AUDIO, RECORD VIDEO, OR TAKE PHOTOGRAPHS OF INSTRUCTOR. Doing so is a legal violation, which may result in severe penalties.
6. 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.
7. 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.
8. Almost all assignments, information, handouts, etc. may be accessed online.
9. 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.
10. No food or drink is allowed in classrooms. You will be asked to leave class if you eat a snack or drink a beverage in class.
11. Respect yourself, your instructor, and your classmates by supporting one another and refraining from the use of offensive language and interrupting lecture/discussion.
12. No assignments will be accepted via email.
13. All writing assignments must be MLA styled.

14. Because ENGL 1101 is web-enhanced, you must have a back-up plan in place should you experience a problem with your hardware. For example, computer crashes, printers running out of ink, and/or lost USB drives are NOT excuses 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.

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) 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.

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^{8[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.

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 employee.

^{8[1]} <https://www.centralgatech.edu/about-cgtc/grievance-procedure>

Fall Semester (202412) Syllabus Addendum: COVID-19 Information

To ensure on campus safety, CGTC **will continue to monitor local COVID-19 infection and transmission rates and follow appropriate** public health guidance from the Centers for Disease Control and Prevention (CDC) and the Georgia Department of Public Health (DPH), as well as directives from the Governor's Office and the Technical College System of Georgia.

COVID Vaccinations

Please note that while CGTC does not require COVID-19 vaccinations or disclosure of vaccination status at this time for on-campus training, it is possible that off-campus clinical, practicum, and/or internship sites may require students to complete their COVID-19 vaccine series. Students are required to follow the medical clearance policies designated by their assigned off campus site. For more information, contact your program faculty advisor or CGTC's Exposure Control Coordinator listed below.

COVID-19 Impact Notification/Return to Campus Procedures

- **If you become sick during the semester**, please notify your instructor(s) and **do not go to class or to the College**. You should immediately consult with your local Health Department and/or your private physician determine if a COVID-19 test is warranted.
- Please report a positive COVID-19 case to the CGTC Exposure Control Coordinator using the student portal.
- The Student Portal is available on the CGTC public website and can be accessed through single sign-on. Students should use their CGTC username and password to access the Student Portal.
- Students must access the Portal to report any COVID-related impact and to affirm/attest to satisfying DPH guidelines before returning to campus.

CGTC Exposure Control Coordinator:

Eric Beacham, wbeacham@centralgatech.edu; (478) 757-3567