



English 1101 General Information Sheet

NOTE: Students required to enroll in a Learning Support English class to satisfy English and/or Reading requirements based on placement scores at Middle Georgia State University must enroll in both ENGL 1101 and ENGL 0999 as a co-requisite course to support their work in ENGL 1101 courses. Students whose SAT, ACT, or COMPASS scores have exempted them from taking English Learning Support classes are eligible to take ENGL 1101. All students must complete ENGL 1101 with a grade of A, B, or C to proceed to ENGL 1102 and to receive Area A1 credit.

Required Textbooks:

1. A freshman-level college reader to be determined by the instructor.
2. The common handbook (see below).

Suggested Textbooks:

1. The latest editions of the following readers are used by some instructors:
 - *The Brief Bedford Reader*, X.J. Kennedy, Dorothy M. Kennedy, and Jane E. Aaron.
 - *Patterns for College Writing: A Rhetorical Reader and Guide*, Laurie Kirszner and Stephen R. Mandell, Bedford/St. Martin's.
 - *The Longman Reader*, Judith Nadell, John Langan, and Eliza Comodromos.
 - *Back to the Lake: A Reader and Guide*, Thomas Cooley, Norton.
 - *The Short Prose Reader*, Gilbert H. Muller and Harvey S. Wiener, McGraw-Hill.
2. Instructors exploring low-cost or no-cost textbook options might consider the following:
 - Lowe, Charles and Zemliansky, Pavel, eds. *Writing Spaces: Readings on Writing*.
 - Mclean, Scott. *Writing for Success*.
 - Barrett, John, et al. *Rhetoric and Composition*.
 - Crowther, Kathryn, et al. *Successful College Composition*.
 - These and other free texts are available under Creative Commons licensing through [Merlot](#). Additional resources are available through MGA libraries on the [Affordable Learning Georgia at MGA](#) web page.
3. The following handbook has been selected for use in all core English courses:
 - *The Little Seagull Handbook*, 4th edition
Standard 4th edition with InQuizitive 978-0-393-53701-7 for \$37.50 through Campus Store in Fall 2021
With Exercises and InQuizitive 978-0-393-89285-7, \$37.50 at Campus Store
 - Day-One Access Option for \$12.99 (see Campus Store for set up)

-OR-

4. *Writing for Success*, [Licensing Information \(saylordotorg.github.io\)](https://saylordotorg.github.io), adapted by Saylor Academy under a Creative Commons license, no cost

ENGL 1101 students will:

- analyze, or interpret evidence or arguments, in order to formulate and support new arguments or solve problems,
- read critically and communicate ideas in well-developed college-level written forms
- understand rhetorical contexts for their writing by establishing the writer's role, the audience, and the purpose of the project,
- use recursive processes that include collecting information, focusing, ordering, drafting, revising, and editing,
- apply the techniques and skills of research, integration of source material, and documentation,
- read and respond to various texts for purposes of interpretation, analysis, synthesis, evaluation, and judgment,
- use conventions of writing mechanics, usage, and style to communicate effectively for the given audience, purpose, and format (guidelines recommended by the Board of Regents Advisory Committee on English).

English 1101 Syllabus Supplement: All ENGL 1101 syllabi should include the information from the “English 1101 Syllabus Supplement,” which contains departmental and university policy statements required for all ENGL 1101 sections, the department’s approved definition of plagiarism, and other important information for composition students. You should incorporate the syllabus supplement directly, as it is written, into your syllabus. The ENGL 1101 syllabus supplement is available at <https://www.mga.edu/arts-letters/english/documents.php>.

Essay Requirements: All instructors must require:

- At least *four (4) essays per semester*;
- In addition, a revision of a previously-submitted essay will be submitted as a final exam project, due at the class’s scheduled final exam time.
- At least one of the four essays must require students to incorporate library research into their writing following the MLA style.
- *The four (4) required essays and final revision project must comprise at least 65% of the course grade for ENGL 1101.* None of these essays should count less than 10% or more than 25% of the final grade.

Midterm Deadlines, Grading Targets, and Portfolios:

- Students should have at least two graded essays returned to them before the semester’s withdrawal deadline.
- If electronic copies are not maintained through D2L, instructors should keep hard copies of all graded essays for one full semester.

Faculty-initiated student withdrawals: Faculty **may** initiate a course withdrawal for a student who has excessive absences as defined by the University’s Attendance Policy. Each faculty member should provide a statement on the course syllabus regarding his or her practice related to students who have excessive absences. Faculty who elect to withdraw a student for attendance reasons should complete the **Instructor-Initiated Class Withdrawal Form** (available at <https://www.mga.edu/registrar/documents.php>), including the last Date of Attendance, submit it to the

department secretary to file a copy before sending to the Registrar's Office for processing. **NOTE: Faculty should attempt to contact the student since financial aid and residence hall status may be affected.** For further information and process for Faculty-initiated withdrawals, please go here: https://www.mga.edu/arts-letters/docs/SOAL_Faculty_Handbook.pdf.

Final Examination: A revision of a previously-submitted essay will be submitted as a final exam project, due at the class's scheduled final exam time.

Final Exam Project Guidelines:

- Students should have an option of which essay to revise, with at least 2-3 possible choices
- Students should be given clear instructions about revision exercise expectations;
- Students should be informed that merely re-submitting an essay with no changes is not sufficient for the final exam exercise; nor is submitting an essay in place of an earlier unsubmitted essay.
- Students should also submit a brief, reflective piece about what changes they made and why; this reflective piece counts as an additional daily grade or as part of the revision exercise grade.

Middle Georgia State University Syllabus Checklist: Syllabi for ENGL 1101 must include all of the items and information enumerated and explained in the Middle Georgia State University Syllabus Checklist (available at <https://www.mga.edu/arts-letters/english/documents.php>).

FACULTY INFORMATION

1. Faculty name and campus email address:
Include relevant information, i.e., response time for answering emails, answering emails on the weekend, etc.
2. Office hours and office location:
Faculty are required to be available for scheduled office hours as mandated in the faculty handbook. However, until we get through the winter months, it is acceptable to be available virtually, with face-to-face meetings by appointment only. Your chairs are happy to make larger spaces available to allow for social distancing during your face-to-face conferences. Teach 4 classes or 12 hours? 8 hours of office hours per week. Teach 5 classes (15 credit hours)? 10 hours per week office hours.
3. Phone number where you can be reached (MGA number is enough).

Note: While office location and hours are not required of part-time instructors, part-time instructors are responsible for maintaining regular communication with the department secretary.

BASIC COURSE INFORMATION

1. Course Title, prefix, and CRN.
2. Credit Hours.
3. Semester.
4. Campus Location.
5. Meeting times and meeting location.

DETAILED COURSE INFORMATION

1. Course Prerequisite(s).
2. Course Description as written in the 2020-2021 catalog.
3. Student learning outcomes.
4. Required course materials.
Guidelines for eTexts would be included in this section. If they are not permitted, this is to be written into the syllabi.
5. Technology Requirement: This section should address all technology requirements for hardware or software. Any costs to the student must be included.
6. Use of on-line proctor service – Required only if the service will be used:
If students are required to use a fee based proctoring service, students must be notified no later than the first day of class. State the number of proctored exams for the semester, the cost for the semester and technical requirements for using the service.
7. Student Support Services— See 1101 Supplement for Support Service wording.
8. Faculty Initiated Withdrawal policy

SCHEDULE, REQUIREMENTS, GRADING POLICY

1. Tentative Course Schedule:
For all delivery modes, include a calendar-based schedule of course content and evaluation(s). Indicate midterm date and if applicable a final exam date and time. Ensure hybrids are meeting in person at least 51% of the time.
2. Course Requirements:
Please include.
3. Grading Policy:
The grading scale and/or scoring rubric must be provided along with other policies, such as penalty for late or incomplete work.

ATTENDANCE POLICY Caveats:

- Attendance policy clearly stated for all delivery modes—face to face, hybrid, partially online, and fully online.
- Dates for face-to-face attendance included on the tentative schedule.
- Attendance Policy: Faculty are expected to maintain an attendance record for all classes, regardless of delivery mode. These records are often requested by the Provost Office for student petitions and the Financial Aid Office for last day of attendance. The MGA policy on attendance is found in Section 5.04.05 of the Faculty Handbook and in the Academic Catalog (<https://mga.smartcatalogiq.com/2020-2021/Undergraduate-Catalog/Academic-Policy-and-Information/Course-Policies/Attendance-Policy>). Please review the policy in both to ensure you are in compliance for face to face and online courses.
- COVID Policy – See Supplement
- The Office of Academic Affairs is requesting that the phrase “may be penalized at the discretion of the instructor” be replaced with the actual penalty. Citing the actual consequence eliminates bias in who is penalized.

PLAGIARISM POLICY:

Each instructor must develop and include a plagiarism statement in his or her ENGL 1101 syllabus that aligns with English Department and Middle Georgia State University policies regarding academic dishonesty. This statement must explicitly announce the instructor's penalty for students found guilty of plagiarism in the class.

There are two specific offenses against the academic community: plagiarism and cheating. All academic work, written or otherwise submitted by any student, must be that student's own thinking, research, and/or self-expression. Cheating is generally thought to be the unauthorized giving or receiving of information in any fashion on an examination. When a student submits individual work that borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement, the student has plagiarized. In any case in which a student feels unsure about a question of cheating or plagiarism, that student is obliged to consult the instructor on the matter before proceeding. Academic dishonesty is a serious institutional violation.

The penalty for plagiarism or cheating is addressed in the *Middle Georgia State University Student Handbook* under the heading, *Special Procedures for Adjudicating Cases of Academic Misconduct*, which may be accessed on the web at http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf. Normally, plagiarized assignments receive a zero, and a student may also fail the class.

FURTHER INFORMATION

For further information, please contact the English Department Chair, Dr. Benita Muth at benita.muth@mga.edu

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