



Learning Support General Information Sheet

A. GENERAL INFORMATION

Purpose: To support the success in ENGL 1101 of students who have been placed in Learning Support to satisfy English and/or Reading requirements based on placement scores.

Corequisite with ENGL 1101: To increase student success and to prevent student confusion, MGA instructors teach ENGL 0999 and ENGL 1101 as one class, with one gradebook and attendance record. The same cohort of students is in linked ENGL 0999-1101 courses, which has a common instructor.

To create a smoother, clearer process for students, both Face-to-Face and online sections will use

- a single syllabus that covers both ENGL 0999 and ENGL 1101. Administrative note: when asked to submit syllabi for department records, please submit this document twice, once labeled for ENGL 0999 and once for ENGL 1101 – those who make sure all syllabi are submitted don't know our practice and will otherwise count a syllabus as "missing."
- a single D2L shell for submission of assignments in both classes. See more details below. Instructions about how to set up such classes are on this sheet, and common online and face-to-face D2L shells are available for use as is or with customization. For more information about access to these template shells, contact Ms. Rhonda Crombie (rhonda.crombie@mga.edu) or the chair of the English Department, who can direct you to help.
- Although ENGL 0999 and ENGL 1101 have the same instructors, student enrollment, syllabus document, and when reporting no-shows, midterm grades, and final grades, remember to report for ENGL 0999 and ENGL 1101 as separate classes.

Student Learning Outcomes for ENGL 0999: Students who are successful in Learning Support English 00999 will:

- recognize the steps in the writing process
- write and read critically in response to texts
- identify literary devices and their purposes
- apply rhetorical contexts in writing
- revise ideas to clarify writing
- apply conventions of grammar and mechanics

See General Information sheet for ENGL 1101 for its Student Learning Outcomes.

Initiatives for Student Support: MGA Learning Support English faculty have agreed to the following common initiatives to support our students:

- Using a single syllabus for both ENGL 0999 and ENGL 1101, instead of two separate documents
- Using a single D2L shell for both ENGL 0999 and ENGL 1101, instead of two separate D2L shells.
- Using a single D2L gradebook for both ENGL 0999 and ENGL 1101 to record grades (even in face-to-face classes) to facilitate early alert reporting. A template for this gradebook is available.
- Requiring, in an encouraging but not punitive way, two Writing Center visits during the course of the semester. This might include events such as “Grammarpollooza” as well as scheduled consultations. Online consultations are available.
- Participating in institutional “early alert” procedures for both ENGL 0999 and ENGL 1101 to identify students who need early support. Details given later in this document.

Required Textbooks: Usually reported for the ENGL 1101 section: *The Little Seagull Handbook*. Except in circumstances where an ebook is not feasible, we ask instructors to set up “Day One Access” so that both InQuizitive (a Norton interactive grammar exercise program) and the *Little Seagull ebook* are available. Do this by contacting bookstore to request Day One Access. Instructions for setting up textbook in your D2L shell can be provided by our Norton representative, Wes Salton. (wsalton@wnorton.com).

Additional Textbook: Also recommended is *Writing for Success*, an open resource textbook. You can get access to this textbook for your class through the ENGL 0999—ENGL 1101 Class D2L Templates. If the *Little Seagull Handbook* was not added to your ENGL 1101 class, this is the textbook you should use.

Grades:

- A student must complete ENGL 1101 with a “C” or better (regardless of grade in ENGL 0999) to exit Learning Support status and move on to ENGL 1102. Students who do not pass ENGL 1101 with a C or better (regardless of ENGL 0999 grade) must retake ENGL 1101 **AND** ENGL 0999 in the next semester.
- At the end of the semester, Faculty will enter a letter grade in SWORDS for each class. While we treat them as a linked class, they are still officially two, for grading purposes
- When assigning final grades and should remember that in **ENGL 00999**, students may not be awarded a “D.”
- An “Incomplete” may only be assigned in ENGL 00999 if an “Incomplete” is assigned in ENGL 1101. Incompletes are generally assigned when a non-academic situation occurs at the end of the semester when the student is already passing. Incompletes should not be assigned without consultation with student.

Template for Learning Support 0999-ENGL 1101 classes: the department has two class templates, one for Online ENGL 0999-1101 and one for face-to-face ENGL 0999-1101.

- The **online template** is a complete class.
 - Adjunct faculty are required to use this template, with updates and personalizations as needed.

- Full-time faculty are encouraged and welcome to use this template and are welcome to use it as-is OR to use it with individual modifications of assignments/readings, etc.
- The **face-to-face template** is available as a D2L support for face-to-face classes, again to be used either as-is or, for full-time faculty, used as a basis for your own modifications
- All faculty should use and download the **combined ENGL 0999-ENGL 1101 gradebook**, found in the templates. The combined Gradebook will list all grades (and their average) for each class. Please note that The Cumulative Average in Gradebook will total 200 points (100 points for ENGL 0999 and 100 points for ENGL 1101). The Cumulative Average should be “hidden” in the D2L course to avoid confusion for students. Students should see their running averages in ENGL 0999 (maximum 100 points) and ENGL 1101 (maximum 100 points) throughout the semester. At the end of the semester, Faculty will enter a letter grade in SWORDS for each class and should remember that in ENGL 00999, students may make an A, B, C, or F – but not a D.
- Faculty should set up content for students on their **ENGL 1101 D2L page ONLY**.
- On the ENGL 0999 D2L course home page, post an announcement saying that students should look at their ENGL 1101 D2L page for content, assignments, etc., for both ENGL 1101 and ENGL 0999.

You may find these templates in your Brightspace page. If it is not there, please contact Ms. Rhonda Crombie and she will give you access. Remember that these templates are a baseline: download to your own D2L shell before making any modifications. The chair of English can give you instructions for downloading these templates as needed (or direct you to aid with it).

Early Alerts: The common D2L gradebook structure facilitates two early alert events, using the University-wide early alert system, designed to help students get back on track. While the University-wide alert system is open throughout the semester (and can be used at any time), Faculty should be intentional about submitting early alerts for any students in need at the following times:

- For ENGL 0999: an assignment submitted by students at end of week 2 and graded by end of week 3 will allow any needed early alert reporting for ENGL 0999
- For ENGL 1101: an essay submitted by students by the end of week 4 and graded by end of week 5 will allow any needed early alert reporting for ENGL 1101.

Student and Faculty Support Initiatives

Support from and Partnership with Student Success Coaches: Each linked ENGL 0999-ENGL 1101 section will have a Student Success Coach assigned to it. Instructors should communicate with their class’s assigned success coach weekly, identifying any students who may need extra support or contact. For Face-to-face classes, we recommend success coach arrange a visit to the class to introduce themselves to students (online classes could do this by an introductory video). Further class-based interaction can be arranged between instructor and coach as desired.

Writing Center Introduction: in the early weeks of class, instructors in face-to-face classes on the Cochran and Macon campuses should arrange a “field trip” to that campus’s Writing Center, to familiarize them with the space and its support. Contact Dr. Sharon Colley (Macon) or Prof. Cassie Outler (Cochran) for arrangements. Online classes (or classes on the Warner Robins and Dublin

campuses) should contact Dr. Sharon Colley (sharon.colley@mga.edu) for a video orientation to incorporate into the D2L shell about how to make a virtual Writing Center tutoring appointment.

Further Information: Overall details about syllabus contents, SLOs, required policies, etc., can be found on the LS 1101/0999 syllabus supplement on our English department “Forms” page. Updated sheets are added near the beginning of the semester. The Middle Georgia State University Syllabus Checklist also gives guidelines about what items may be included on syllabi. If you need help finding these resources, please contact Rhonda Crombie or the Chair of the English Department. The Learning Support D2L templates will also include models that can be modified for individual use.

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