



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 D2L shell for submission of assignments in both classes. 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 Dr. Benita Muth (benita.muth@mga.edu) or Ms. Rhonda Crombie (rhonda.crombie@mga.edu).

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

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 an “early alert” reporting exercise 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, Rebekah Gray (rgay@wnorton.com) or from Benita Muth (benita.muth@mga.edu)

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.

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 and should remember that in ENGL 00999, students may not be awarded a “D.” Also, an “Incomplete” may only be assigned in ENGL 00999 if an “Incomplete” is assigned in ENGL 1101

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.
 - 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 00999 (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 Benita Muth (benita.muth@mga.edu) and she will give you access. Remember that these templates are a baseline: download to your own D2L shell before making any modifications. Benita Muth can give instructions for downloading these templates if needed.

Early Alerts: The common D2L gradebook structure facilitates two early alert events, designed to make sure students get back on track earlier than University-wide early alert events might prompt them to do. Administrators will “pull” data from the gradebook to identify and direct toward help students who have not gotten a robust start. These are the basic “set up” details of these alerts:

LS 0999 Early Alert Assignment: submitted by students at end of week 2; graded by end of week 3

- In gradebook, give this assignment a name that starts with “Week 3” so that administrators can find data easily. If you are using the template without modification, this is done already. If you modify gradebook template, make sure to leave “Week 3” in the gradebook name
- Make sure students turn in this assignment by the end of the third class meeting (or the end of week 2), after the drop/add.
- By end of week three, grade this assignment with a letter grade (not just a participation grade).
- Administrators will “pull” information from all classes at the beginning of week 4 and use it to identify students who may need extra contact from advisors, etc.

LS 1101 Early Alert Assignment: an Essay submitted by students at the end of week 4; graded by end of week 5

- In gradebook, give this assignment a name that starts with “Week 5”
- This assignment should be a full-length essay assignment (one of the 5 required for ENGL 1101)
- Make sure students turn in this assignment by the end of the 7th class meeting or at the end of week 4.
- By the end of week 5, grade this assignment with a letter grade
- Administrators will “pull” information from all classes at the beginning of week 6 and use it to identify students who may need extra contact form advisors, referral to Writing Center, etc.

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 Benita Muth or Rhonda Crombie. The Learning Support D2L templates will also include models that can be modified for individual use.

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