



Learning Support Syllabus Supplement –English 0999

Please visit <https://mga.smartcatalogiq.com/2021-2022/Undergraduate-Catalog/Academic-Policy-and-Information/Special-Programs-and-Learning-Opportunities/Learning-Support> for a complete overview of MGA English Learning Support policies and guidelines.

A. Policy Statements

COVID-19 STATEMENT

Beginning Fall 2022, MGA will begin transitioning to treating COVID-19 as we do other infectious disease cases. We encourage our MGA community to adopt a self-care and personal responsibility approach to wellness as positive actions to protect yourself and others; each of us doing our part to keep the MGA community healthy and campus academics and activities thriving.

Placement guidelines: Students are required to take Learning Support English courses based upon Middle Georgia State University admissions guidelines and, if needed, placement scores.

Learning Support Registration:

- A. Learning Support Courses First: USG policy requires that institutions first enroll students in a Learning Support sequence before registering the students for non-LS courses. In order to prevent non-compliance with this policy, non-LS courses should not begin in a sub-term that precedes the LS sequence. All non-LS courses must be in the same term as the LS sequence.
- Student enrolls in 1st session LS sequence: Non-LS courses can be any session.
 - Student initially enrolls in a 2nd session LS sequence: Non-LS courses must be 2nd session (students who have 1st or full-session non-LS sequence courses and who were enrolled in and then dropped for non-attendance from a 1st or full-session LS sequence will be allowed to add a 2nd session LS sequence.
 - Student enrolls in full-session LS sequence: Non-LS courses can be any session.

30-Hour Rule: In accordance with Board of Regents policy, students must complete ENGL 1101 and ENGL 1102 before they finish earning thirty hours of course credit.

Learning Support (ENGL 0999) number of attempts: Because of the 30-hour rule (above), students with Learning Support requirements who are enrolled in ENGL 0999 and ENGL 1101 will have unlimited attempts to exit Learning Support English and may continue to enroll until they reach the 30-hour limit. However, students who have acquired 30 or more credit hours and have not exited LS can only enroll in LS courses. Readmitted students who have not satisfied

LS requirements and have acquired 30 or more hours during their previous period(s) of enrollment can only enroll in LS courses.

Learning Support Exit Requirements: Students enrolled in ENGL 0999 and ENGL 1101 may exit Learning Support English when they satisfy the following requirements:

- 1) Learning Support English requirements will be satisfied, and students may progress to English 1102 under the following conditions:
 - Students who pass ENGL 1101 with at least a C and pass ENGL 0999 will satisfy Learning Support requirements and progress to English 1102.
 - Students who pass ENGL 1101 with at least a C but fail* ENGL 0999 will satisfy Learning Support requirements and progress to English 1102.

***Please note that passing ENGL 1101 with a grade of C or higher satisfies the Learning Support English requirement, regardless of the grade received in the co-requisite support course. As such, it will be possible to earn an “F” or an “IP” in ENGL 0999 yet still exit Learning Support English and enroll in English 1102.**

- 2) Students will remain in Learning Support and will need to repeat courses under the following conditions:
 - Students who fail ENGL 1101 but pass ENGL 0999 will remain in Learning Support and will need to retake both ENGL 1101 and ENGL 0999 as co-requisites.
 - Students who fail both ENGL 1101 and ENGL 0999 will remain in Learning Support and will need to retake both ENGL 1101 and ENGL 0999 as co-requisites.

Attendance: Students are expected to attend class for face-to-face sessions and to log in regularly to D2L to meet the instructor’s online requirements for D2L work as indicated in your D2L course page. Attendance records will be kept: ask your instructor for the specific policy for counting absences, penalties for absences and the criteria for an excused absence.

Drop/Add:

During the Add/Drop period (August 10-16 for full-session courses), a student may not drop required Learning Support courses such as ENGL 0999 without also dropping all remaining courses on their schedule.

Withdrawal Policies: Students are encouraged to read the withdrawal policy found at <https://www.mga.edu/registrar/registration/drop-add.php> before dropping/withdrawing from the class. Students are allowed to withdraw from their Learning Support English course and remain enrolled in other collegiate courses **with this exception:**

Students may not withdraw from ENGL 0999 without withdrawing from ENGL 1101 and vice versa.

Students who choose to withdraw from ENGL 0999 must also withdraw from ENGL 1101 and vice versa. Students who withdraw from both courses may earn grades of “W” if they withdraw before and including the “Last Day to Withdraw” date:

- Wednesday, March 15, 2023 for Full Session

After the “Last Day to Withdraw” date, students who withdraw must withdraw from both ENGL 0999 and ENGL 1101 and will receive a grade of “WF” for both courses. A WF is calculated in the GPA as an “F.” Instructors may assign “W” grades for students with excessive absences (beyond the number of absences permitted by the instructor’s stated attendance policy).

Students may withdraw from a maximum of five courses throughout their enrollment at Middle Georgia State. Beyond the five-course limit, withdrawals result in “F” grades.

***Please note that withdrawal from ENGL 0999 may adversely affect **financial aid** which may result in removal from other courses. This, in turn, may affect a student’s standing with the University, resulting in dismissal from the University for the semester and from the **residence hall**.

Promoting civility and personal responsibility in the classroom and in the online environment: There are class behavior expectations and consequences for violations. Middle Georgia State University students are responsible for reading, understanding, and abiding by the MGA Student Code of Conduct. The page referring to the student Code of Conduct, responsibilities, procedures, and rights is found at <https://policies.mga.edu/policy-manual/section-4-student-affairs/4-1-student-handbook-code-of-conduct/index.php>.

University Policy: Students are responsible for reading, understanding, and adhering to all Middle Georgia State University student policies, including those linked on the Syllabus Policy page: <https://www.mga.edu/faculty-affairs/syllabus-policy.php>.

MGA Policy on Accessibility Accommodations: Students seeking ADA accommodations must contact Middle Georgia State University Office of Accessibility Services in Macon at (478) 471-2985 or in Cochran at (478) 934-3023. <https://www.mga.edu/accessibility-services/>.

End of Course Evaluations: Student evaluations of faculty are administered online at the end of each term/session for all courses with five or more students. Students will receive an email containing a link to a survey for each course in which they are enrolled. All responses are anonymous.

HB 280 Campus Carry Legislation: <https://www.mga.edu/police/campus-carry.php>.

Delayed Opening or Closing of the University: If the University is closed due to unforeseen circumstances, students are expected to maintain contact with the university (Knight’s Alert or <https://www.mga.edu/police/alert/index.php>) and with their instructor and to continue their coursework as directed.

Plagiarism Prevention Tool Notification: a plagiarism prevention service is used in evaluation of written work submitted for this course. As directed by the instructor, students are expected to submit or have their assignments submitted through the service in order to meet requirements for this course. The papers may be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.

Growth Mindset: The School of Arts & Letters encourages you to engage in our numerous co-curricular events and activities each semester, including readings, lectures, discussions, and performances. We also encourage you to seek academic support from the Writing Centers and other academic support centers on our campuses (and online). Broadening your academic experiences and seeking tutoring support when necessary can help you adopt a growth mindset instead of a fixed mindset in terms of success in your classes and in your program of study.

SPRING 2023 Student Resources Summary/Update:

Link to the Student Success Center (SSC):

<https://www.mga.edu/student-success-center/index.php>.

Tutoring is available free of charge on all MGA campuses for currently enrolled students. To view center contact information, subjects tutored, and tutor availability, go to the SSC website at <https://www.mga.edu/student-success-center/index.php>. SSC tutoring sessions may be scheduled online and face-to-face through the “Book an Appointment” link on the Student Success Center website. Other services at the SSC include online academic workshops and a robust website with resources for academic assistance. The centers also have computer workstations, printing, and Internet access.

Link to the Writing Centers:

<https://www.mga.edu/student-success-center/writing-centers.php>.

Link to Brightspace/D2L help:

<https://www.mga.edu/d2l/help.php>.

Link to IT helpdesk for computer issues: <https://www.mga.edu/technology/index.php>.

Link to online Library Help: <https://www.mga.edu/library/>.

B. Student Learning Outcomes

ENGL 0999 (2-hour co-requisite model)

Students who are successful in Learning Support English 0999 will:

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

C. Definition of Plagiarism

Plagiarism is considered academic misconduct. It is a serious academic offense and should be avoided as it will result in possible course grade penalties and even referral to the Student Conduct Officer. The best way to avoid plagiarizing the work of others is to know the definition: The following definition of plagiarism expands upon the Student Code's description of plagiarism and has been adopted as standard by the English Department. For further explanation and illustrations, refer to the English Department's "Plagiarism Definition," available online at https://www.mga.edu/arts-letters/english/docs/Plagiarism_Definition.pdf.

1. It is plagiarism to copy another's words directly and present them as your own without quotation marks and direct indication of whose words you are copying. All significant phrases, clauses, and passages copied from another source require quotation marks and proper acknowledgment, down to the page number(s) of printed texts.
2. It is plagiarism to paraphrase another writer's work by altering some words but communicating the same essential point(s) made by the original author without proper acknowledgment. Though quotation marks are not needed with paraphrasing, you must still acknowledge the original source directly.
3. Plagiarism includes presenting someone else's ideas or factual discoveries as your own. If you follow another person's general outline or approach to a topic, presenting another's original thinking or specific conclusions as your own, you must cite the source even if your work is in your own words entirely. When you present another's statistics, definitions, or statements of fact in your own work, you must also cite the source.
4. Plagiarism includes allowing someone else to prepare work that you present as your own.
5. Plagiarism applies in other media besides traditional written texts, including, but not limited to, oral presentations, graphs, charts, diagrams, artwork, video and audio compositions, and other electronic media such as web pages, PowerPoint presentations, and online discussion postings.

(Revised 1/10/23)