



## 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 Kirsznner 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*, 4<sup>th</sup> edition  
Standard 4<sup>th</sup> 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 (MGA General Education Learning Goal A1 [Communications]),
- 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, an in-class final exam is mandatory for face-to-face classes; timed writing exam for online classes.
- 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 must comprise at least 55% of the course grade for ENGL 1101.*
- The *in-class final exam essay* (see below) must count for at least an additional *10% of the class grade*.
- A student should not pass ENGL 1101 without earning an average grade of C or better on his or her graded writing.

**Midterm Deadlines and Portfolios:**

- Students should have at least two graded essays returned to them before the semester's withdrawal deadline.
- At the end of the semester, instructors are to keep files of all graded essays for one full semester. After one semester, instructors may allow students to pick up their papers.

**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, and submit it to Cindy or Wanda and ask that they file a copy and then send 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](https://www.mga.edu/arts-letters/docs/SOAL_Faculty_Handbook.pdf).

**Final Examination:** The final examination in English 1101 is a two-hour essay written in response to class readings. The students will be given at least two readings to study before the final exam. They may take notes on each reading using a 3" by 5" note card. This card may not contain any full sentences, with the exception of documented quotes from the readings. At the exam, students will be given a choice of at least two topics based on these readings. The student will write on one of these options; he or she will not have access to the readings or to grammar handbooks but may use his or her note cards, a dictionary, and a thesaurus. The final exam essay should reflect knowledge of the readings, but mere summary of the readings will not be acceptable. Any additional instructions for the final exam will be provided by the instructor. The final exam must count for at least 10% of the student's final 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 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](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](mailto:benita.muth@mga.edu)

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