



## 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 with Exercises*, 3<sup>rd</sup> edition, Richard Bullock, Michal Brody, and Francine Weinberg, W.W. Norton. ISBN: **978-0-393-64639-9** (This is a special bundle that includes access to the ebook and Inquizitive, Norton's adaptive quiz tool.)

**Purpose:** ENGL 1101 is a composition course focusing on techniques required for effective writing.

It emphasizes exposition, analysis, argumentation, and research skills. Instruction should focus on teaching students to think critically and write clear, precise, and effective papers that inform the reader about the writer's personal experiences, explain an idea, argue a position, and respond to an essay question prompt. This course teaches students how to introduce a topic, articulate a thesis statement, craft topic sentences, and develop claims in coherent paragraphs.

**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 essay* is mandatory.
- 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 the Registrar's Office for processing.

**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>).

**ENGL 1101 Assessment Pre-Test and Post-Test:**

Each fall and spring semester, all ENGL 1101 instructors are to administer a departmental pre-test and post-test in the Brightspace (D2L) Online Learning Management System. Both tests should be given during class-time, meaning that if your ENGL 1101 class does not meet in a computer lab classroom, you will need to reserve lab time during the first two weeks of the semester and during the last two weeks of the semester. The assessment should require no more than 30 minutes of class-time.

**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 on freshman English classes at Middle Georgia State, please contact the Coordinator of Core English, Nate Gilbert, at [nathanael.gilbert@mga.edu](mailto:nathanael.gilbert@mga.edu) or (478) 934-3529.