



Learning Support Syllabus Supplement –English 0999

Please visit <https://mga.smartcatalogiq.com/2019-2020/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

General instructions in light of Covid-19: <https://www.mga.edu/coronavirus/guidelines.php>.

Due to the current public health emergency as a result of COVID-19, social distancing will be in effect on all campuses. Appropriate face coverings covering both the nose and the mouth will be required, both indoors and outdoors. Students will be expected to adhere to Centers for Disease Control, Georgia Board of Public Health, and University System of Georgia guidelines for preventative measures. Please reference the Return to Campus Fall 2020 (<https://www.mga.edu/coronavirus/index.php>) page for complete information. Noncompliance with the face covering requirement will be documented and treated as student misconduct.

In most classrooms, seating will be configured to support social distancing. Face-to-face classes will look different, depending upon classes and subject areas. Several options are available, and faculty members will use the approach best suited to their classes. Carefully review your syllabus, D2L announcements, or email for details.

Your instructor may require meeting for online office hours, for example, through Collaborate or through [Microsoft Teams](#) (the online platform available through your MGA-provided [Office 365](#) account). Additional information: <https://www.mga.edu/coronavirus/faqs.php>. If you have questions, ask your instructor or email COVID19@mga.edu.

Be prepared to wear a facemask to any face-to-face meetings during your instructor's office hours—your instructor will require it. Email your instructor for help.

Students must also wear masks in class. There are paper masks available in various locations around campus, if a student forgets one. Just ask. A student can get one and return to class. Without a mask, a student may not remain in the classroom.

- Remember masks are required inside all buildings. Exceptions: Face coverings are not required in one's own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

IF YOU DO GET SICK, please take immediate care of yourself. Safe (and required) procedures are here: <https://www.mga.edu/coronavirus/guidelines.php>. You will also need to fill out the following form: <https://www.mga.edu/coronavirus/self-report.php>.

If you test positive for the Coronavirus you will need to send an email immediately to your

instructor. This will enable your instructor to best provide assistance to you and help keep everyone safe. This will also allow your instructor to clarify for you how best to keep current with your schoolwork.

Additionally, if you know you either were or might have been in contact with someone who has tested positive for Covid-19, email your instructor right away and also fill out the form: <https://www.mga.edu/coronavirus/self-report.php>.

IN THE CLASSROOM: please be advised that precautions will be taken to include social distancing and mask-wearing—look to your instructor for direct helpful guidance. Also, cleaning supplies will be provided to wipe down personal space (your desk-top).

- Daily—Each evening in classrooms, trash and liners will be removed, tops of desks, chairs, door handles, doors, light switches, keyboards, mouse and furniture will be disinfected by cleaning staff. Floors will be cleaned weekly.
- Between Classes—Sanitizer and paper towels will be placed in each classroom for members of the incoming class to disinfect their seating area.
- Cleaning Caution - Please do not spray the disinfectant directly on electronics, furniture or clothing. Spray on a paper towel and then wipe the electronic device.

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

30-Hour Rule: In accordance with Board of Regents policy, students must complete ENGL 1101 and ENGL 1102 before 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 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.

For face-to-face meetings of your class, after you pick a seat (or are assigned one), you will have assigned seating: students will need to stay in the same seating position throughout this semester. This is to facilitate contact tracing in the event a student gets sick with COVID-19.

Cohorting procedures: If there is a cohort schedule for your hybrid class (class divided in half) the students will be assigned to one of two groups, with this assignment listed and explained in D2L. If a student in a cohorted hybrid class shows up on the wrong day they can stay if and only if there is room after those attending the correct day are accounted for. For example, if a student who is scheduled for the day arrives late, a student who is attending on their “off” day will have to make room for the scheduled student if all students in that day’s cohort are present. Students should try to attend on their scheduled day (M or W for a MW class).

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 any Learning Support English course and may 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:

- Thursday, 4 September 2020 for Short Session I
- Tuesday, 12 October 2020 for Full Session
- Thursday, 4 November 2020 for Short Session II

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.**

Class Behavior Expectations and Consequences for Violations: Students should help promote civility and personal responsibility in the classroom and in the online environment. 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://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf#page=47 .

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.

MGA Policy on Disability Accommodations: Students seeking ADA accommodations must contact Middle Georgia State University Office of Disability 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.

Fall 2020 Student Resources Summary/Update:

Link to the Student Success Center (SSC):
<https://www.mga.edu/student-success-center/index.php>.

Link to the Writing Center:

<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 (3-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 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 offence 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 8/20)