

# Shawnee State University

## ENGL 1101 Syllabus

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# Instructor Information

Name: Your Name

Office: English Department, Fourth Floor Massie Hall, Room number

Office Hours: Ex. Monday – Thursday 1:00 PM – 3:30 PM, Friday 9:00 AM - Noon

Phone: 740-351-####

Email: einstructor@shawnee.edu

## Communication Statement

Emails will be answered in (ex. 24-48 hours, 72 hours during holidays)

Assignments will be graded within (ex. 4-5 business days)

# Course Information

## Course Name

Ex. Discourse and Composition

## Course Number and Section

Ex. ENG 1101-09

## Term

Spring

## Year

2019

## **Meeting Time and Location**

Ex. Monday 11:00 AM – 12:15 PM, College Drive Campus, Room 301

# **Course Description**

\*Insert Catalog Description \* Ex.

ENG 1101 Discourse and Composition (3 Credit Hours)

Focuses on academic writing. Provides instruction in drafting and revising essays that express ideas in Standard English, including reading critically, thinking logically, responding to texts, addressing specific audiences, researching and documenting sources. Includes review of grammar, mechanics and usage, Notes: (a) credit not available by special examination; (b) English 1101 and 1102 may not be taken concurrently; Prerequisite: ACT 18 or higher, ENGL 1101 placement score or completion of ENGL 0096. Lecture: 3 credits (45 contact hours).

## **Course Text(s)**

Insert name of text, label as required or optional

If using a course fee, include statement.

## **Course Materials**

Required or Recommended Course Materials

Ex. Jump/Flash/thumb Drive (Recommended)

## **Blackboard**

Please check Blackboard daily.

Material to read for the course will be located under Content

Weekly assignments are found under Assignments and must be completed Sunday by midnight

Discussion Boards are due every Wednesday by midnight

## Learning Outcomes and Course Competencies

### Ex. ENG 1101 Competencies

Upon completion of this course, the student can:

1. Develop an appropriate and articulate thesis in an essay using adequate support, sound reasoning, and valid evidence.
2. Plan, draft, revise, proofread, and edit to produce well-written essays.
3. Write in Standard English that is appropriate to purpose and audience.
4. Respond in writing to college-level reading material to demonstrate comprehension of author's purpose, main idea, and organization.
5. Use library search tools to find print/non-print materials.
6. Document sources appropriately in selected writing assignments.

## Grading and Policies

### Grade Distribution

Assignment Type	Weighted Percentage
Essays	approximately 50%
Other writing assignments	approximately 20%
Writing Lab Assignments	approximately 20%
Participation/Attendance	approximately 10%

### Grading scale

Letter Grade	Percentage Grade
A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
E	0 - 59

## **Class Policies**

Make up/Late work statement goes here

## **College Policies**

### **Withdrawal Policy**

Withdrawal from the University is defined as dropping all classes on or after the earliest start date of any of your classes taken during the session/semester. This means all regular Shawnee State University classes for which you are registered.

You must go to the Student Business Center to initiate the withdrawal process. If you have any questions about withdrawing from the university, please reach out to the Student Business Center at (740) 351-4357 or [sbc@shawnee.edu](mailto:sbc@shawnee.edu). Consult the [Academic Calendar Important Dates](#) for deadlines.

Any student receiving Title IV financial aid should seek advisement from the [Office of Financial Aid](#) prior to processing a complete withdrawal.

**The last day to withdraw with a grade of “W” is (current date)-drops after this date only by formal appeal to the Registration Appeals Committee.**

### **University ADA Statement for Course Syllabi (2024-2025)**

Any student who believes they may need an accommodation based on a documented disability should first contact the Coordinator of Accessibility Services at (740) 351-3163, or [mboldman@shawnee.edu](mailto:mboldman@shawnee.edu) (Student Success Center, Massie Hall) and schedule a meeting to identify potential reasonable accommodation(s). Students are

strongly encouraged to initiate the accommodation process in the early part of the semester or as soon as the need is recognized.

The [Office of Accessibility Services](#) will gather relevant information and determine whether an accommodation is warranted. When an accommodation is determined to be warranted, an accommodation letter will be sent to the instructor(s) and student via secure e-mail prior to the semester start date, when possible, or as soon as is feasible. The Office of Accessibility Services will not disclose the nature of any disability with instructor(s); if the student wishes to discuss the disability with one or more instructors, they may do so.

Any questions regarding the academic accommodation on the letter should be addressed to the Coordinator of Accessibility Services. If a student does not make a timely request for academic accommodation and/or fails to meet with the Coordinator of Accessibility Services, a reasonable accommodation may be denied or delayed.

**Michelle Boldman, MS**

Accessibility Services Coordinator

(740) 351-3163

[mboldman@shawnee.edu](mailto:mboldman@shawnee.edu)

**Weekly Assignments and Due Dates:**

<b>WEEK 1</b>	
<b>WEEK 2</b>	
<b>WEEK 3</b>	
<b>WEEK 4</b>	
<b>WEEK 5</b>	
<b>WEEK 6</b>	
<b>WEEK 7</b>	
<b>WEEK 8</b>	

<b>WEEK 9</b>	
<b>WEEK 10</b>	
<b>WEEK 11</b>	
<b>WEEK 12</b>	
<b>WEEK 13</b>	
<b>WEEK 14</b>	
<b>WEEK 15</b>	
<b>FINALS WEEK</b>	