ENGL 0989
ACADEMIC WRITING IN THE DIGITAL AGE
MASTER COURSE SYLLABUS

Instructors will provide students with additional course-specific information, including attendance/makeup policies, assignment/test scheduling, and instructor contact information, as necessary and appropriate.

Prerequisite(s): ENGL-0097 with a grade of C* or higher or placement by diagnostic testing.
Co-requisite(s): None
Term(s) Offered: Offered every semester
Class Hours: 5
Lab Hours: 0
Credit Hours: 5

Course Description
This course emphasizes the ability to communicate effectively through academic writing in the digital age. Topics include digital communication for college success, academic essay writing, critical thinking, and language success. Students receive extensive practice in writing analytical college essays; they also learn to communicate effectively through various digital media. The course includes a basic grammar, mechanics, and punctuation review; the rhetorical analysis of published essays; and the use of various strategies for building logical arguments. Students must pay a $35 supply fee when registering for this course.

Course Competencies and Student Learning Outcomes

**Academic Digital Communication**

<table>
<thead>
<tr>
<th>Order</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Identify purpose, audience, and tone needed for varied digital writing tasks.</td>
</tr>
<tr>
<td>2</td>
<td>Compose emails effective for the college environment.</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrate the skills needed to navigate and participate in online learning environments.</td>
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**Academic Essay Writing**

<table>
<thead>
<tr>
<th>Order</th>
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<tbody>
<tr>
<td>1</td>
<td>Identify the structural components of writing tasks and the academic essay.</td>
</tr>
<tr>
<td>2</td>
<td>Demonstrate varied strategies for gathering and developing ideas.</td>
</tr>
<tr>
<td>3</td>
<td>Structure and organize ideas to facilitate reader understanding.</td>
</tr>
<tr>
<td>4</td>
<td>Compose logically organized academic essays using varied, appropriate patterns of development and organization on topics of increasing complexity.</td>
</tr>
<tr>
<td>5</td>
<td>Integrate secondary sources to develop ideas, add credibility, and avoid plagiarism.</td>
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</tbody>
</table>
Use MLA citations.
Apply strategies for revising the structure and content of writing assignments.
Use digital tools effectively for drafting and polishing writing assignments.

Critical Thinking Through Analytical Reading and Writing

<table>
<thead>
<tr>
<th>Order</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Categorize concrete and abstract concepts and ideas.</td>
</tr>
<tr>
<td>2</td>
<td>Evaluate evidence and ideas for their importance and relevancy.</td>
</tr>
<tr>
<td>3</td>
<td>Identify rhetorical strategies for developing ideas.</td>
</tr>
<tr>
<td>4</td>
<td>Support assertions with different types of logical reasoning.</td>
</tr>
<tr>
<td>5</td>
<td>Analyze a piece of writing for its purpose, style, audience, and rhetorical strategies.</td>
</tr>
<tr>
<td>6</td>
<td>Evaluate secondary sources for their credibility and use in academic writing.</td>
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<tr>
<td>7</td>
<td>Summarize and paraphrase an author’s ideas.</td>
</tr>
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Language Success

<table>
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<tr>
<th>Order</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Recognize major sentence punctuation and verb errors as well as minor errors with internal sentence punctuation, mechanics, and grammar.</td>
</tr>
<tr>
<td>2</td>
<td>Analyze and correct errors in grammar, punctuation, and mechanics.</td>
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<tr>
<td>3</td>
<td>Evaluate stylistic choices at the word, phrase, and sentence level appropriate for an academic audience.</td>
</tr>
<tr>
<td>4</td>
<td>Demonstrate strategies for proofreading and editing.</td>
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Required Textbook(s) and Materials

Students enrolled in this course are obligated to have the following:

**My Writing Lab:** Students do NOT have to pay for this lab access; it is included with the supply fee for the course. Students will be automatically enrolled in My Writing Lab when registering for this class.


**Or students may choose to buy the textbooks separately elsewhere:**


Grading Policy and Criteria

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Digital Communications</td>
<td>5%</td>
</tr>
<tr>
<td>Writings</td>
<td>50%</td>
</tr>
<tr>
<td>MyWritingLab</td>
<td>10%</td>
</tr>
<tr>
<td>Other activities</td>
<td>5%</td>
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</tbody>
</table>

The other activities grade may be based on one or any combination of the following: a journal, a notebook, quizzes, grammar exercises, in-class activities, or class participation.
Final writing exam*.................................................................................................................. 20%

A departmental exam taken by all sections of English 0989. The final writing test is graded by a
committee of English instructors in the division of General Education

*To pass English 0989 and to proceed into general education core courses, students must have a 70 or
above average AND a passing grade on the departmental final exam.

Final grades of A, B, C, D, or F are assigned to specify levels of performance based on the following
scale. Students whose class averages are above 70 but who do not pass the writing final will receive a
D* and need to repeat the course. Students must receive a C* or better in their developmental studies
courses to receive regular program admission.

Grading Scale

The grading scale is detailed in the Catalog and Student Handbook and listed below for reference. All
faculty members follow this scale when assigning grades to reflect a given student's performance in the
classroom.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Grade Point</th>
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<tbody>
<tr>
<td>A/A*</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B/B*</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C/C*</td>
<td>70-79</td>
<td>2</td>
</tr>
<tr>
<td>D/D*</td>
<td>60-69</td>
<td>1</td>
</tr>
<tr>
<td>F/F*</td>
<td>0-59</td>
<td>0</td>
</tr>
</tbody>
</table>

Effective Summer Quarter 2006, Athens Technical College replaced the S/U grading system used for
learning support classes with an A*-F* grading system. The registrar uses an asterisk (A*, B*, C*, D*,
F*, W*, WF*, WP*) to designate learning support course grades on transcripts and grade reports
because these grades are not components of the term grade point average.

Academic Support Center

The Academic Support Centers of Athens Technical College (ATC) provide free tutoring for enrolled
students. Both instructors and peer tutors provide tutoring in almost all subjects offered by the college.
Information about the Center is accessible via the ATC website at
http://www.athenstech.edu/StudentDevelopmentServices/AcademicSupportCenter. To find out the
specific services available on the Athens, Greene, and Walton Campuses, please call (706) 583-2839.
To contact the Academic Support Center on the Elbert County Campus, please call (706) 213-2129.

Attendance

Regular class attendance is important and expected. The college considers both tardiness and early
departure from class as forms of absenteeism. Students absent from class for any reason are still
responsible for all work missed. Instructors have the right to determine whether work missed can be
made up and have the liberty to set reasonable expectations for attendance based on frequency of
class meetings and on the instructional delivery method, subject, type, and level of the class. Class
attendance policies will be clearly stated for students by their respective instructors on separate
documents (course outlines/schedules) or appendices to the master syllabus.

Course Withdrawal

Students may withdraw from a course without academic penalty until the midpoint of the term. Students
withdrawing after the midpoint of the term receive grades of WP – Withdrawal Passing, or WF –
Withdrawal Failing. Students who stop attending class(es) without formally withdrawing risk earning a
final grade of F, which will appear on the academic transcript. Withdrawing from a course may impact
financial aid status, academic standing, and GPA. Refer to the ATC Catalog and Student Handbook for
further details. http://www.athenstech.edu/Catalog/
Course Technology

Course addendum will provide details concerning the use of technology in the course. Course schedule types include web-enhanced – taught face-to-face; online – taught online using the internet, may require proctored exam; hybrid – class time is split between face-to-face and online; video conference – taught at two or more campus locations simultaneously with instructor located at one of the classroom locations. More details are available on the Athens Technical College website.
http://www.athenstech.edu/eLearning/CourseList.cfm

Continuation of Instruction

In the event of severe weather or other emergency, students will be expected to continue participating in learning activities via ANGEL, Athens Technical College email, or other modality. Instructors will provide a plan for the continuation of instruction.

Work Ethics

To fulfill the responsibility to teach essential workplace ethics, the college provides students instruction in, and evaluates students on, the following ten work ethics traits: attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect. To best equip students for successful workplace experiences in their chosen profession, instruction and evaluation takes place in the context of their program of study.

Academic Honesty

Academic honesty is expected at all times. Any student found to have engaged in academic misconduct such as cheating, plagiarism, or collusion is subject to disciplinary sanctions as outlined in the Student Code of Conduct detailed in the ATC Catalog and Student Handbook. See the following link for the complete Academic Honesty policy.
http://www.athenstech.edu/StudentAffairs/AcademicHonesty/Academic%20Honesty.pdf
Students are also advised to complete the tutorial on Academic Honesty available here:
http://www/athenstech.edu/StudentAffairs/AcademicHonesty

Americans with Disabilities Act

It is our goal at Athens Technical College to provide equal access to education for all students. Any student with a documented disability is eligible to receive reasonable academic adjustments and auxiliary aids in the classroom and/or for testing at Athens Technical College, as long as appropriate documentation of the disability has been submitted to the Disability Services Office in a timely manner. Students can access the application packet on our website.
http://www.athenstech.edu/CurrentStudents/orientation/files/disability_services_application.pdf

Cell Phones and Electronic Devices

Cell phone use in the classroom for non-instructional purposes, with the exception of receiving emergency notifications, is prohibited.

Food/Drinks in Classroom

Food and beverages (other than water) are not allowed in classrooms/labs.

Communication with ATC Faculty and Staff

Students, faculty, and staff must use Athens Technical College email and ANGEL accounts for all college-related communications. Students are obligated to check their email and ANGEL accounts on a regular basis, preferably daily.

Warranty of Graduates

The Technical College System of Georgia warranties every graduate of technical programs in which students may earn technical certificates of credit, diplomas, or associate degrees. The warranty guarantees that graduates demonstrate the knowledge and skills and can perform each competency as identified in the industry-validated standards established for every program of study. If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in
one or more competencies as defined in the course/program standards, Athens Technical College will retrain the employee at no instructional cost to the employee or the employer. This guarantee is in effect for two years after graduation.

**TEACH Act**

According to the TEACH Act of 2002, Athens Technical College is obligated to advise you that instructional material included in this course may be subject to copyright protection. As such, you must not share, duplicate, transmit, or store the material of this course beyond the purpose and time frame explicitly stated in the syllabus of your course. If you are not certain whether a particular piece of material is covered by copyright protection, you should contact your instructor and obtain his/her written clarification. Failing to observe copyright protection is a violation of law.