Course Syllabus

ATLANTA METROPOLITAN STATE COLLEGE

School of Arts and Sciences

English Composition 0999-102 CRN: 80175

This is a Core IMPACTS course that is part of the Communicating in Writing (Writing) area

Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content and will support students' broad academic and career goals.

Instructor Information	Dr. Augustus Jordan III	
Office location:	Building 100, Rm.114	
Home/Office Telephone:	404-423-3463	
Email Address (use for emergencies only)	ajordan@atlm.edu	
Office Hours:	MWF 3:00 PM-5:00 PM TR 1:30 PM-5:00 PM	
x In Person:	See Above	
x Online	N/A	
x By Appointment	Office hour disclaimer: If you are not able to meet with the instructor during office hours, you may schedule an appointment based on the instructor's availability.	
Course Information		
Pre-requisites	None	
Credit Hours	1	
Catalog Description		
Orienting Questions	How do I write effectively in different contexts?	
Course Start and End Date	8/18-12/11 2025	
Career-Ready Competencies	x Critical Thinking x Information Literacy x Persuasion	
Course Textbook	When you registered for this course, you purchased the course materials at an exclusive low price. On the first day of class, you automatically gain immediate access to these materials in Brightspace (D2L). If you decide to opt out, you will not be able to access the materials in Brightspace (D2L) anymore and you might end up paying a higher price elsewhere for the same materials. If you have any questions, visit the Day 1 Ready FAQ page at ATLMBookstore.com. You may also email the ATLM Bookstore at ATLM@textbookbrokers.com.	

Required Resources	Laptop	
Recommended Resources	Thesaurus and Dictionary	
Core IMPACTS Learning Outcomes	x Students will communicate effectively in writing, demonstrating clear organization and structure, using appropriate grammar and writing conventions.	
	x Students will appropriately acknowledge the use of materials from original sources.	
Course Learning Objectives	_____	

Important Dates	Holidays	Attendance/Verification (No Show Date)	Last Day to Reinstate	Midterm	Last Date to Withdraw W/out Penalty	Last Day of Class	Departmental Exams
	September 5th (Labor Day) November 27-28 Thanksgiving	Opens 8/22 Closes 4 Pm on 8/27	9/2	Not applicable to this course	10/20	12/6	12/09-12/11

Course Delivery Method	In-Person
Online Courses	Please use the internal course e-mail for general correspondence. I provide my external e-mail address for emergencies only. I cannot answer questions, accept assignments, or discuss grades via external e-mail so please use it for emergencies only.
Email Response Time	Unless you are notified otherwise, I will strive to respond to all student questions and emails within 24 hours during the week and within 48 hours during the weekend.
Online Attendance and Participation Policy	Being "Present" in class is determined by the student's active attendance and participation in an "academically related activity" which includes actual presence in a virtual class, submission of an assignment, group projects, completion of an exam or quiz, and discussion forum posting.
Conduct:	Refer to AMSC College Catalog, page 54
Late Policy:	**For Assignments:** one week/10 percent **Quizzes**: No late policy

Enrollment Status:	Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students must periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any, in enrollment status and taking necessary steps (e.g., pursuing reinstatement in this course) following those outlined in the AMSC catalog.	
Attendance Verification (No Show)/Reinstatement	Atlanta Metropolitan State College has a "No-Show" Reporting (Attendance Verification) policy. This policy is to comply with Federal Financial Aid regulations. Financial Aid recipients at Atlanta Metropolitan State College may become ineligible for funds by not attending class sessions (per enrolled course). Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award. The Registrar's Office will notify the students and faculty when the Attendance Verification Period has opened. The established "No-Show" Reporting (Attendance Verification) procedure	

		will enable Atlanta Metropolitan State College to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the College and the student). A student reported as non-attending a course must seek the approval of the instructor in order to be reinstated. Once approved, the student will complete the Reinstatement form and submit it. The Office of Registrar will notify students when the course reinstatement process has been completed during the Reinstatement Period. The student can demonstrate compelling reason (s) that have prevented attendance and the instructor believes that there is a strong probability that the student can catch up in the class OR The instructor made an error, and the student was in attendance prior to being dropped.
	Computer Hardware & Software Requirements:	One of the challenges many encounter with enrolling in and completing an online course is the accessibility to the required and recommended software and hardware. Different institutions, and even different courses within the same institution, have varying technology requirements. Check your hardware and software systems to determine its compatibility with the online course you have selected.

Minimum Hardware Recommendations to take courses:	D2L System Requirement Internet Connection:
	 · Ethernet Network Capability required
	 · Wireless Network Capability required
	 Operating System Requirements x PC: x
	               Compatible Operating System:
	                 x Web Browser: Firefox, Chrome
	            x Mac: x Compatible Operating System:
	                 x Web Browser: Firefox, Chrome, Safari Hardware requirements:
	 Minimum Technical Specifications for Hardware:
	                 x A processor of 2GHz or faster
	                 x 4GB RAM or greater x 500
	                 GB of Hard Drive space
	                 x Monitor and video card with a minimum resolution of 1024x768 x
	                 Keyboard and mouse
	 Minimum Technical Specifications for Computer Peripherals:
	                 x Speakers x
	                 Headphones
	                 x Microphone
	                 x Webcam

	Software requirements: Browser Requirements/Supported Browsers Compatible Browsers: x [Apple Safari](https://support.apple.com/downloads/safari) - https://support.apple.com/downloads/safari (Mac) x [Google Chrome](https://www.google.com/chrome/) - https://www.google.com/chrome/ (Mac or PC) x [Mozilla Firefox](https://www.mozilla.org/en-US/firefox/new/) - https://www.mozilla.org/en-US/firefox/new/ (Mac or PC) Application Software x Microsoft Office 2016 (Word, Excel, PowerPoint) (Mac or PC) x [Adobe Reader](https://get.adobe.com/reader/) - https://get.adobe.com/reader/ Plug-ins x [Java](https://www.java.com/en/download/) - https://www.java.com/en/download/ x [Adobe Flash Player](https://get.adobe.com/flashplayer/) - https://get.adobe.com/flashplayer/ x [Windows Media Player](https://www.microsoft.com/en-us/download/details.aspx?id=20426) - https://www.microsoft.com/en-us/download/details.aspx?id=20426 x [Apple QuickTime](https://support.apple.com/downloads/%2523quicktime) - https://support.apple.com/downloads/%2523quicktime x [Microsoft Silverlight](https://www.microsoft.com/getsilverlight/Get-Started/Install/Default) - https://www.microsoft.com/getsilverlight/Get-Started/Install/Default **Accessibility:** Wi-Fi is also available for use in the campus parking lots.	
Tutoring Services	students improve their self-confidence and increase their chances of excelling in their courses when they utilize x lege/university academic support services. The following tutoring services are available to AMSC **The AMSC Writing Center** is open year-round to support students, staff, and faculty at AMSC. It offers virtual and in-person tutoring for various writing projects, assists at any stage of the writing process, and increases improvement in structure, use of sources, style, grammar, and more. The Writing Center is located in Building 100, Room 211. Students can walk in during hours of operation or schedule an appointment at https://calendly.com/amscwritingcenter/30min x [Tutor.com](#) is a virtual space for students to access writing tutors outside of AMSC faculty. Access tutor.com in Brightspace by logging into your course. Next, click the 'Free Tutoring' tab and choose Tutor.com from the dropdown options. Students are granted five (5) hours per semester, and registration is not required. Contact the Center for Student Success and Advising at (404) 756-5690 for assistance or to request more hours. x **TutorOcean** is a tutorial for students enrolled in STEM courses such as Biology, Chemistry, Mathematics, and Computer Science. Access TutorOcean and sign up at https://atlm.tutorocean.com	

	Americans with Disabilities Act (ADA) Statement	Atlanta Metropolitan College is committed to providing support for all students and making their college experience an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The Department/Office of Counseling and Accessibility Services**,** located in the Student Services & Success Center, building 650-Suite 252, oversees the coordination of services for students with documented disabilities. The Coordinator of Disability Services collaborates with faculty and staff to offer provisions for reasonable accommodation to students who meet the requirements. It is the policy and practice of AMSC to make all Web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the course materials for this class, please notify the instructor immediately. Accommodation cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible, all college representatives shall observe confidentiality.
	Office of Counseling and Accessibility Services	The Office of Counseling and Accessibility Services operates under the Americans with Disabilities Act (ADA) laws in order to assist in leveling the playing field for students who have disabilities with those who do not. The amended ADA, otherwise known as ADAAAA defines "disability" as a physical or mental impairment that substantially limits one or more major life activities. If you feel that you have a disability or impairment that may limit your academic functioning, please contact Dr. Dorothy Williams, the Director of Counseling and Accessibility Services at 404-756-4016 or at https://www.atlm.edu/students/counseling-and-disability-services.aspx. The Coordinator of Counseling and Accessibility Services reviews all accommodation requests. In order to receive accommodation, the student's illness or disability must be verified in writing by a physician, psychiatrist, or some other health care provider or specialist. Students choosing to access disability support services should contact the Coordinator as soon as possible after acceptance to AMSC. Please be aware that late notifications may result in complications for establishing accommodation in a timely fashion.

Withdrawal	**Withdrawal from a course is solely the responsibility of the student.** Instructors will not initiate student withdrawals. A student who wishes to withdraw from a course **MUST** submit a completed Withdrawal Form (Schedule Reductions Form) to the Registrar's Office before mid-term in order to receive a grade of **"W"** for the course. A student who withdraws after the Midterm date receives a "WF" unless the Vice President for Academic Affairs determines that it is a hardship case, then a "W" will be recorded. The possibility that a student may fail the course will not be considered a hardship

Incomplete Grade Policy	An incomplete may be awarded at the instructor's discretion for non-academic reasons which prevent the student from completing the course requirements. The student must be passing the course at the time that the Incomplete is awarded and must sign an "Awarding of Incomplete" agreement. Unless otherwise stated, the incomplete should be removed by the end of the following semester; otherwise, the instructor will change the grade to an "F" grade.
Time Commitment	To successfully complete this course it requires discipline, devoted time and commitment. A student must arrange his / her schedule to allow for the required time for this course. Expect to spend a minimum of two (2) to three (3) hours per week to complete the required Achieve module assignments. Additional time most likely will be required to complete quizzes and exams.

Student Expectations		Students are expected to be fully invested and engaged in their learning. The following guidelines are included to facilitate your course success. x Participate in this course by following the guidelines of this syllabus and any additional information the instructor provides by email, telephone, discussion forums, etc. x Please speak with your instructor **in advance** if you have extenuating circumstances that prevent you from completing your assignments by the designated due dates. If a medical emergency occurs, you will need to provide a written medical / doctor's notice for the period in which you are unable to participate in class or complete any of the assignments (discussion, case studies, quizzes, exams, etc.). Without a medical / doctor's notice, all assignments missed will be scored as zero. x Sign in to Brightspace D2L and/or Courseware to complete assignments regularly. x Read, study, and complete all assignments by the due dates. x Monitor Brightspace D2L course calendar. x Have access to a computer and the Internet. Make certain the computer meets the technical requirements for the computer course. x Be courteous, polite, and respectful to faculty, staff, and fellow students. For online courses, the instructor will use Brightspace D2L email for all course-related correspondence. Check **Brightspace D2L email** as well as **Ginger email daily** to stay abreast of what is going on in class.
Online Discussion Protocol		x The purpose of the discussion forum is to have interactive online discussions with our class community about specific topics, assignments, or readings. x Be constructive and positive. You can challenge ideas and course content yet avoid becoming negative online. When you disagree respectfully and politely, you stimulate and encourage great discussion. x You are expected to conduct yourself in a mature, courteous, and mutually respectful manner. x Always sign your name.

		x Postings should be well written with proper punctuation, spelling and grammar. Avoid the use of all caps or multiple punctuation elements (!!!???). Postings should be a minimum of 3 – 4 sentences. x Check postings for responses from others and respond in kind. x Postings should be evenly distributed throughout the week. Avoid making only weekend postings. x Encourage further discussion by building on current threads. The instructor may not respond to every post but will be monitoring each discussion. A response may be made to contribute to a discussion, clarify a situation or redirect the conversation
	Degree Relevance and Enrollment Status	Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students **must** periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any in enrollment status and taking necessary steps (e.g. pursuing re-instatement in this course) following those outlined in the AMSC catalog
	Abandoning a Course	Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures will result in a grade of ―F at the end of the course. It is the student's responsibility to initiate and complete the withdrawal process.

	Academic Honesty	Only the epitome of professionalism is expected of each student. Cheating or the abetment of cheating is not tolerated**.**
		
		Per pages 91-93 of the 2019-2020 Atlanta Metropolitan State College Catalogue the Penalties for Academic Misconduct states:
		
		        x In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty.
		        x Types of penalties may include but are not limited to, the instructor assigning a grade of "F" for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment.
		
		The maximum penalty the instructor may impose is a grade of "F" for the course.

	Class Cancellation	Procedure regarding long-term emergency closure of the college (attendance policy): In the event of an emergency that forces the college to close for an extended period, students MUST contact the instructor of this class within 48 hours using the contact information (e.g., email address in BrightSpace/D2L) on the syllabus to

	obtain directions for continuing the course. The instructor will provide directions for the transmission and submission of course assignments and course assessments, including due dates. The student is responsible for submitting valid, accurate contact information, including an active AMSC email address to the instructor by the end of the first week of the course. Students can obtain an Atlanta Metropolitan State College Student email address in the Academic Support Center on the third floor of the Library Building. If the instructor for the course cannot be reached within the specified period (within 48 hours), the Dean of the School responsible for the course can be reached at the email address posted on the college's website	
Class Schedule	August 18-22	x Practice Tests: Reading Skills; Punctuation/Style/Mechanics; Sentence Grammar
	August 25-29	**Achieve Modules:** x Runs-Ons and Comma Splices x Fragments
	September 2-5	**Achieve Modules:** x Working with Sources (MLA)
	September 8-12	**Achieve Modules:** x Quotation Marks & Italics
	September 15-19	**Achieve Modules:** x Summarizing
	September 22nd-26th	**Achieve Modules:** x Persuasive Appeals
	September 29th-October 3rd	**Achieve Modules:** x Argument: Arguable Claims
	October 6th-October 10th	**Achieve Modules:** x Argument: Reasoning and Logical Fallacies

			Achieve Modules: x Active & Passive Voice	
			Achieve Modules: x Vocabulary	

			Achieve Modules:
			  x Main Ideas
			Achieve Modules:
			  x Supporting Details
			Achieve Modules:
			  x Patterns of Organization
			Achieve Modules:
			  x Study Plans: Reading Skills; Punctuation/Style/Mechanics; Sentence Grammar
			Achieve Modules:
			  x Final Tests: Reading Skills; Punctuation/Style/Mechanics; Sentence Grammar	

	Grading Scale	100% - 90% of maximum points awarded = A 89% - 80% of maximum points awarded = B 79% - 70% of maximum points awarded = C 69% - 60% of maximum points awarded = D Below 60% of maximum points awarded = F		
	Grade Distribution	Coursework 50% Achieve Exams on Grammar and Reading 50%		

Grade Appeals and Student Complaint Policy and Process	Please follow the Grade Appeals Process outlined in the AMSC Student Catalog, Pages 61/62. You can also refer to the Grade Appeal brochure at: https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf For student complaint policy and process, refer to AMSC student catalog pages 51/52.	
Frequently Asked Questions and Helpful Links		
I need:	**LINK**	

What is Brightspace (D2L) and how can I access it?	Brightspace(D2L) is the virtual space where students access their online courses and some Face2Face class resources, quizzes, assignments, etc. You can access Brightspace (D2L) from https://atlm.view.usg.edu/ You can also access Brightspace (D2L) from the College's webpage and click on Brightspace (D2L) on top.	
Who is my Advisor? Where can I receive Advisement and Tutoring assistance?	Center for Academic Advising and Success (CAAS)	
What do I do if I face technical issues while taking a quiz or turning in an assignment in Brightspace	https://d2lhelp.view.usg.edu/ You can reach the GaView Helpdesk 24/7/365 days at 18557724423 If you are unable to submit a quiz or assignment or face a technical glitch, please contact the University System of Georgia's GaView Helpdesk at 1855 772 4423. The Helpdesk is open 24/7 all 365 days. If your issue cannot be resolved right away, the Helpdesk will issue a ticket to your Atlm Ginger email address. That ticket needs to be forwarded to your instructor to prove that you faced a technical issue that forced you to miss a deadline.	

I can't download Respondus Lockdown Browser. What do I do?	If you are unable to download Respondus to your computer, please email the Office of Testing at Testing@atlm.edu at least 24 hours in advance requesting a testing appointment at the Testing Lab. For Respondus issues, please contact https://web.respondus.com/contact/.	
Where do I go for ADA Accommodations	https://www.atlm.edu/students/counseling-and-disability-services.aspx	
I have a complaint. Where do I go?	Fill out and submit the Student Complaint form	
I have an issue with my grade. How may I appeal my grade.	Read the brochure and follow the instructions to appeal your grade.	
How do I Withdraw from a Course	Follow the Course Withdrawal Process **here**	
I have a Hardship. How do I do a Hardship Withdrawal?	Follow the Hardship Withdrawal Process **here**	
To Know the Campus Carry/HB 280 Policy	House Bill 280 Guidelines	
Disclaimer	*Information contained in this syllabus and schedule was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. This syllabus should be considered only a guide for instructor and students, not a formal contract between Atlanta Metropolitan State College and any student. The instructor reserves the right, acting within the policies and procedures of AMSC, to make changes in course content or instructional techniques.*	