

# COURSE SYLLABUS



COURSE TITLE: ENGL 023 – Fundamental English 3  
CLASS SECTION: DS15  
TERM: 2025W  
COURSE CREDITS: Non-credit  
DELIVERY METHOD(S): Online

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

## INSTRUCTOR DETAILS

---

NAME: Karen Lightbody  
EMAIL: lightbodyk@camosun.ca  
OFFICE: Ewing 203, Lansdowne Campus  
HOURS: By appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

---

Students will learn to develop reading strategies: preview, survey, pre-read; use context clues and self-question to clarify meaning; employ critical thinking skills to distinguish fact from opinion; and summarize short passages. Students will begin to create paragraphs and use varying verb tense and word forms. Students will advance lifelong learning practices such as goal setting and gain an understanding of Indigenous ways of knowing and world views. Students will practice learning skills for oral communication, critical thinking, social responsibilities, personal and cultural identity, and time and work management.

PREREQUISITE(S): ENGL 022 or assessment

## COURSE LEARNING OUTCOMES / OBJECTIVES

---

Upon successful completion of this course a student will be able to:

<b>Learning Outcome: Reading</b> <i>Students will be able to ...</i>	<b>Skills</b> <i>By achieving this broader outcome, students will demonstrate that they can also ...</i>
1. read 3-paragraph passages of familiar genres (e.g. descriptive and narrative) including unfamiliar vocabulary	➤ identify main idea, details, characters, and sequence in short passages and paragraphs ➤ identify and read synonyms, antonyms, and homonyms
2. read 7-10 sentence paragraphs on unfamiliar topics including familiar or common vocabulary	➤ use structural analysis (e.g. roots, affixes, syllabication, stress, compound words, contractions) to decode vocabulary ➤ use pre-reading and reflection strategies to self-evaluate findings

<b>Learning Outcome: Writing</b> <i>Students will be able to ...</i>	<b>Skills</b> <i>By achieving this broader outcome, students will demonstrate that they can also ...</i>
1. write five to seven complete simple and compound sentences	<ul style="list-style-type: none"> <li>➤ generate, organize and write ideas (i.e. use the writing process)</li> <li>➤ use assigned vocabulary in sentence writing</li> <li>➤ apply dictionary or thesaurus skills to develop new vocabulary</li> <li>➤ use end punctuation (period, exclamation point, question mark)</li> <li>➤ use common coordinators (i.e. comma + and, or, but)</li> <li>➤ identify subject and verb in sentences</li> <li>➤ use compound words, contractions, possessives, and plurals</li> <li>➤ use appropriate, simple verb tenses</li> <li>➤ write 100-150 sight words</li> <li>➤ apply appropriate affixes to modify familiar root words</li> </ul>

This course meets the required learning outcomes for Fundamental English as outlined in the BC ABE Articulation Handbook.

#### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

1. Active Reader 3 by Linda Kita-Bradley
2. Vocabulary Boosters 2 by Susan Rogers
3. Additional resources provided by the instructor

#### COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

This is an online instructed class. Students meet with the instructor by video chat or phone for weekly 30-minute appointments. Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](#).

<http://camosun.ca/services/accessible-learning/exams.html>

#### EVALUATION OF LEARNING

This course focuses on promoting literacy skills in reading by developing purposeful reading strategies, using context clues, and employing critical thinking skills. Writing literacy is developed through using paragraph format and practicing strategies to learn new words. Students will build a portfolio of their work to be used as an evaluative tool in the assessment of their progress in the course.

Portfolio Activity		Description
Vocabulary	In exercises and writing	Assigned work from Active Reader 3 and Vocabulary Boosters 2
Reading Passages	In exercises and writing	Assigned work from Active Reader 3 and Vocabulary Boosters 2
Sentence Structure	Practice	Use the writing process to generate and organize ideas and to write simple and compound sentences
Punctuation and Capitalization	In exercises and writing	Use end punctuation and capitalization in writing
Grammar	In exercises and writing	Assigned work from Instructor provided materials

This course uses the Competency Based Grading System on students' successful completion of the course learning outcomes.

## COURSE GUIDELINES & EXPECTATIONS

---

This is a self-paced course. Students have the flexibility to follow an individually-adaptable timeline to complete the learning outcomes and assignments. The course is a combination of 6 online, blended and/or in-person hours per week with an expectation of studying another 4 hours per week. Students have a responsibility to work hard, attend class and/or meetings, and ask for support when needed.

## SCHOOL AND DEPARTMENTAL INFORMATION

---

Community Learning Partnerships (CLP), a department of the School of Access, brings education to community-based sites to make it easier for students to begin or return to learning in a less intimidating place than on the college campus. Students can build or refresh their skills to meet admission requirements and be successful in other college programs. Students learn in a comfortable environment with other adults who share similar backgrounds and get help from friendly and compassionate Camosun instructors and staff.

Community Learning Partnerships department: <http://camosun.ca/learn/school/access/community-partnerships/index.html>.

## STUDENT RESPONSIBILITY

---

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

---

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit [camosun.ca/services](http://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="http://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="http://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="http://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="http://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="http://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="http://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="http://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="http://camosun.ca/services/library">camosun.ca/services/library</a>

Support Service	Website
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education).

To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.