

COURSE SYLLABUS



COURSE TITLE: ENGL 024 – Fundamental English 4
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 refine reading strategies; differentiate literal and inferential meanings; apply critical thinking skills to analyze characters; and identify facts and opinions. Students will generate and organize ideas to write narrative and descriptive paragraphs with the correct use of modifiers and verb forms. Students will extend 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 023 or assessment

COURSE LEARNING OUTCOMES / OBJECTIVES

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

Learning Outcome: Reading <i>Students will be able to ...</i>	Skills <i>By achieving this broader outcome, students will demonstrate that they can also ...</i>
1. read 3-5 paragraph passages of familiar genres (e.g. concrete, factual) including abstract, specialised vocabulary	<ul style="list-style-type: none">➤ differentiate between fact and opinion➤ differentiate between likes, dislikes, and preferences➤ demonstrate strategies for learning and remembering words➤ use peer feedback and self-monitoring strategies to evaluate meanings and findings➤ draw inferences and conclusions➤ understand how quotation marks, semicolons, parentheses, and dashes affect meaning
2. read 3-paragraph passages of unfamiliar topic and genres (e.g. argument, opinion, inference) including familiar vocabulary	

Learning Outcome: Writing <i>Students will be able to ...</i>	Skills <i>By achieving this broader outcome, students will demonstrate that they can also ...</i>
1. write paragraphs of five to eight sentences using familiar forms (i.e. narrative, process, descriptive, opinion)	<ul style="list-style-type: none"> ➤ use paragraph structure: topic sentence, supporting details, conclusion, and transitional words and phrases ➤ use paragraph format: title line, blank line, indentation, connected sentences, clear margins
2. write formal correspondence to a specified audience	<ul style="list-style-type: none"> ➤ demonstrate logical sequencing of sentences ➤ write complex sentences using common subordinating conjunctions ➤ write compound sentences using commas and FANBOYS ➤ recognize and correct fragments and run-on sentences ➤ use consistent verb tenses ➤ use common regular and irregular past tense verbs ➤ use subject/ verb agreement ➤ use standard pronoun reference and agreement ➤ edit written work ➤ spell common sight words and homonyms ➤ use MLA format for headings, titles, and margins

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 4 by Linda Kita-Bradley
2. Vocabulary Boosters 3 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 refining reading strategies, differentiating literal and inferential meanings, applying critical thinking skills to analyze literature, and identifying facts and opinions. Writing literacy is developed through writing narrative and descriptive paragraphs and by actively building vocabulary. Students will build a portfolio of their work to be used as an evaluative tool in assessing their progress in the course.

Portfolio Activity		Description
Vocabulary	In exercises and writing	Assigned work from Vocabulary Booster 3
Stories and Passages	10 readings	Assigned work from Active Reader 4
Narrative (2), Descriptive (2), Persuasive (1) Paragraphs	Write 5	Use the writing process to generate and organize ideas and to write beginning paragraphs that include topic, concluding and support sentences

Punctuation and Capitalization	In exercises and writing	Use commas in a list and in compound sentences; apply capitalization rules
Grammar	In exercises and writing	Apply grammar rules and edit work

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.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services

Support Service	Website
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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.

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.