

# COURSE SYLLABUS



**COURSE TITLE:** Fundamental English 4

**CLASS SECTION:** English 024-S01

**TERM:** Fall 2023

**COURSE CREDITS:** N/A

**DELIVERY METHOD(S):** Lecture and Lab, self-paced

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

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## INSTRUCTOR DETAILS

**NAME:** Atulah Kennedy

**EMAIL:** kennedy@camosun.bc.ca

**OFFICE:** CBA 149

Phone: 250-370-4953

**HOURS:** By appointment. Please feel free to request an appointment whenever it would be helpful to have a more extended conversation with me. (Appointments are available Tues & Thurs 11:30am-12:30pm or at other times as needed).

*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.*

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## 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):

One of:

- COM in [ENGL 023](#)
- assessment and an information interview with instructor or department chair.

**CO-REQUISITE(S):** N/A

**EXCLUSION(S):** N/A

COURSE LEARNING OUTCOMES / OBJECTIVES

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

**Reading**

<b>Learning Outcome</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 3-5 paragraph passages of familiar genres (e.g. concrete, factual) including abstract, specialised vocabulary	<ul style="list-style-type: none"> <li>➤ differentiate between fact and opinion</li> <li>➤ differentiate between likes, dislikes, and preferences</li> <li>➤ demonstrate strategies for learning and remembering words</li> <li>➤ use peer feedback and self-monitoring strategies to evaluate meanings and findings</li> </ul>
2. read 3-paragraph passages of unfamiliar topic and genres (e.g. argument, opinion, inference) including familiar vocabulary	<ul style="list-style-type: none"> <li>➤ draw inferences and conclusions</li> <li>➤ understand how quotation marks, semicolons, parentheses, and dashes affect meaning</li> </ul>

**Writing**

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

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- *The Active Reader 4.* (Published by Grass Roots Press)
- *Vocabulary Boosters 3.*
- Notebook and pens

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

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

The class meets Tuesday and Thursday mornings from 8:30am-11:20am in CBA room 106 (at Interurban Campus).

This self-paced English 024 course consists of 6 hours of class time (including independent and group-style course work) and 4 hours of lab time per week. Lab time includes but is not limited to tutorials with the instructor and/or an instructional assistant, using the instructional resources in the Help Centre and library, and meeting (at no cost to students) with the college's professional writing consultant (virtually or on campus).

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 noticed is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## EVALUATION OF LEARNING

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Competency Based

Activity	Description
Reading Vocabulary	Read and use antonyms, synonyms and homonyms and complete vocabulary building exercises, including dictionary and thesaurus work.
Literature	Using discussion and/or writing, analyze characters.
Stories and Reading Passages	Give written and oral responses to readings of stories and passages, including identifying main idea, details and sequence; answering comprehension questions; summarizing text.
Beginning narrative, process, descriptive, opinion paragraphs	Use the writing process to generate and organize ideas and to write beginning paragraphs that include topic, concluding and support sentences.
Punctuation and Capitalization	Use commas in a list and in compound sentences and apply capitalization rules.
Grammar	In writing activities and exercises use consistent verb tense and identify subjects and verbs.

<b>Assessment</b>	<b>Achieve a score of level 6 or higher on the Canadian Adult Reading Assessment (CARA) or an equivalent score on a standardized reading test.</b>
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## COURSE GUIDELINES & EXPECTATIONS

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Course Type: This course section is self-paced, meaning that students complete the course outcomes and assignments at a pace that best suits their lifestyle.

- Learners in this course section are working on various levels of English and will progress through assignments at their own pace. They have a responsibility to work hard, attend class and/or meetings, and ask for support when needed.
- After getting to know each student, the instructor will determine how to effectively support each student's learning. Please update the instructor weekly regarding how you are doing with course assignments.
- Learners are expected to attend additional appointments with the instructor and with the writing consultant (as needed) to further support their skill development.

## SCHOOL OR DEPARTMENTAL INFORMATION

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Instructors working with adult learners who are upgrading are highly qualified and committed to providing a friendly and caring learning experience in an adult learning environment. We understand diverse learning needs and are committed to student success. The department also provides Help Centres staffed with professional learning assistants and filled with resources to assist you.

## STUDENT RESPONSIBILITY

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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

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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 <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>

Support Service	Website
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</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 [https://www.camosun.ca/sites/default/files/2021-05/e-1.1\\_0.pdf](https://www.camosun.ca/sites/default/files/2021-05/e-1.1_0.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. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

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 or misconduct 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 and Misconduct Policy: <http://www.camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). 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.