

COURSE SYLLABUS



COURSE TITLE: Intermediate English / Professional Cook

CLASS SECTION: English 057-S01/S02

TERM: Winter 2023

COURSE CREDITS: N/A

DELIVERY METHOD(S): Lecture/Lab

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](#).

For COVID-19 updates please visit <https://camosun.ca/about/covid-19-updates>.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Atulah Kennedy

EMAIL: kennedy@camosun.bc.ca

OFFICE: CBA 149

PHONE: 250-370-4953

HOURS: Appointments are available Mon & Wed 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.

CALENDAR DESCRIPTION

Adult Learners will develop communication skills required for entry into Carpentry, Horticulture, Automotive mechanic, Heavy Duty Mechanic, Plumbing, Gas-Fitting, Sheet Metal, Aircraft Sheet Metal, and Welding trades programs. Writing skills and reading skills will be developed and improved. This course cannot be used as a prerequisite for English 092.

Prerequisites

One of:

- COM in English 033
- Assessment

COURSE LEARNING OUTCOMES / OBJECTIVES

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

- Read a variety of materials for a variety of purposes, including literal and inferential comprehension, skimming and scanning, summarizing, interpretation and evaluation, research and study to a grade 10 level.

- Use various skills and strategies to build vocabulary and will be able to understand vocabulary in context to a grade 10 level.
- Revise and edit work to improve content, organization, word choice, phrasing, sentence and paragraph structure, spelling, punctuation, and grammar.
- Compose focused, organized, well-supported types of compositions for a variety of purposes, including expository paragraphs, summaries, cover letters, business letters, resumes, reading logs, and reports or business plans or proposals.
- Demonstrate various student-success strategies, including note-taking.
- Explore strategies to distinguish distracters from answers on multiple-choice tests.
- Describe orally to a small group or an instructor how to perform some type of process activity.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- No purchased texts are needed or required. Resources will be provided through D2L or by the instructor.
- Access to a computer with Internet, access to email, and ability to save assignments is required.

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

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

Section S01 of this class meets Tuesday and Thursday mornings from 8:30am-11:20am in CBA room 106 (at Interurban Campus), and Section S02 of this class meets Monday and Wednesday mornings from 8:30am-11:20am in CBA room 118 (at Interurban Campus).

Because this is a self-paced course section, learners will follow an individually-adaptable timeline for assignment completion. Learners are expected to consult at least once a week with the instructor and work approximately 10-12 hours/week on assignments (including class time) if they hope to complete the course in one semester. Additional meetings with the writing consultant are expected occasionally throughout the semester, as these meetings are considered lab times for the course.

During class times, the instructor will present group lessons and then meet individually with students. To reduce student wait times and ensure that all students can access the instructor, students might be assigned a specific meeting time for their weekly appointments with the instructor. During the weekly meetings, progress will be recorded, questions will be answered, any confusion will be cleared up, and plans regarding your work over the next few days will be discussed. These meetings are very important for your success in the course, so if you're not able to attend your scheduled meeting on a particular date, please contact the instructor in advance to reschedule it.

Please complete assignments in the order they are assigned and submit each assignment as soon as it is completed. Please follow assignment instructions and ensure that all work submitted for the course is 100%

your own thoughts, interpretations, words, and ideas unless research is a required component of the assignment. No portions of the assignments for this course are to be produced by anyone other than the student submitting the assignment. Unless research is a required component of the assignment, do not use in part or in full any information, words, or ideas from any online or published source. Similarly, guidance, editing, or proofreading may not be provided for any assignment for this course by anyone other than the course's instructor and the professional writing consultant for this course. Assignments that require research are clearly identified in the instructions and include appropriate MLA-style source citation as a major component of the assignment, including in-text citations and entries on a properly-formatted works cited page.

Please review the "Academic Honesty Guidelines for Students in the School of Access and IECC" in D2L and let me know if you have questions. This course includes a mini-lesson in the "Welcome Week" assignments to ensure that learners understand academic concerns about plagiarism and how to prevent it.

EVALUATION OF LEARNING

Students will complete assignments to help them achieve the learning outcomes for the course. Marks will be assigned according to the chart below. The following course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

| Category | Assignment | Value |
|-------------------------|---|-------|
| Introduction | Welcome Week assignments | 5 |
| Participation | Communication with the instructor | 5 |
| Paragraph Writing | Process – plus oral component | 5 |
| Grammar and Punctuation | Compound/complex | 2 |
| | Apostrophes | 2 |
| | Misplaced modifiers | 2 |
| | Parallel structure | 2 |
| | Commas | 2 |
| Business Writing | Résumé | 10 |
| | Cover letter | 5 |
| | Business letter | 5 |
| Reading Analysis | Read, log, take notes, summarize, and analyze 2 career-related reading selections | 10 |
| Career-related Glossary | 20-30 terms | 5 |
| Research Report | Report proposal | 5 |
| | Bibliography | 5 |
| | First draft | 10 |
| Multiple-Choice Quiz | Report final version | 5 |
| | Design a five question multiple choice quiz | 5 |
| Quiz Pilot | Pilot & mark quiz | 5 |

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>

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>

COURSE GUIDELINES & EXPECTATIONS

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

Instructors who work 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

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

| Support Service | Website |
|---------------------|---|
| Academic Advising | http://camosun.ca/advising |
| Accessible Learning | http://camosun.ca/accessible-learning |

| Support Service | Website |
|-------------------------------------|---|
| Counselling | http://camosun.ca/counselling |
| Career Services | http://camosun.ca/coop |
| Financial Aid and Awards | http://camosun.ca/financialaid |
| Help Centres (Math/English/Science) | http://camosun.ca/help-centres |
| Indigenous Student Support | http://camosun.ca/indigenous |
| International Student Support | http://camosun.ca/international/ |
| Learning Skills | http://camosun.ca/learningskills |
| Library | http://camosun.ca/services/library/ |
| Office of Student Support | http://camosun.ca/oss |
| Ombudsperson | http://camosun.ca/ombuds |
| Registration | http://camosun.ca/registration |
| Technology Support | http://camosun.ca/its |
| Writing Centre | http://camosun.ca/writing-centre |

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 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.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<https://camosun.ca/registration-records/policies-and-procedures-students/registration-policies-students>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

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. To contact the Office of Student Support: 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.