

COURSE SYLLABUS



COURSE TITLE: English 090 – Provincial English 12

CLASS SECTION: 001

TERM: Winter 2025

COURSE CREDITS: 6

DELIVERY METHOD(S): Classroom Lecture

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱ SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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: Margaret Fast

EMAIL: fastm@camosun.ca

CLASS HOURS: Mondays and Wednesdays 12:30 a.m. – 3:20 p.m.

OFFICE HOURS: Mondays and Wednesdays 11:30-12:20 a.m. in CBA 157

LOCATION: Interurban Campus, **Mondays** in room 101 in Portable A and **Wednesdays** in room 143 in the Centre for Business and Access

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 in this Provincial-level course will develop academic English skills in reading, writing, research, critical thinking, and communication in a professional context while preparing for entry into postsecondary programs in various academic subjects. Students will explore and practice important aspects of professional and technical English, including reading with understanding; avoiding plagiarism; self-reflection; summarization; academic writing skills; conducting research; evaluating sources; citing reference material; writing paragraphs, essays, and reports; making presentations; working effectively in groups; engaging with poetry and narratives; and valuing multicultural perspectives. This course is considered an alternative to English 12.

PREREQUISITE(S): One of:

- III C in [English 11](#)
- III C in [Camosun Alternative](#)
- III C in [ENGL050](#) (if taken prior to September 2020)

COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Critical and Creative Thinking

- recognize tone, including irony and understatement in writing for technical and professional purposes
- evaluate argument for validity, reliability, currency and objectivity
- recognize structural elements associated with particular standard formats for technical and professional communications
- demonstrate an awareness and understanding of the power of language in technical and professional communications; the importance of word choice and organization in furthering the problem-solving process (initiating, developing and organizing thought); and the influence of communication formats on language choice and usage

2. Speaking and Listening

- interact effectively in formal or informal situations
- adjust speaking style to suit audience, purpose, and situation
- use effective presentation aids (e.g. diagrams, line drawings, overheads) to enhance communications
- deliver a research-based oral presentation to inform or persuade and respond effectively to feedback
- demonstrate a critical understanding of arguments
- listen and respond to Indigenous storytellers

3. Reading, Research and Reference

- evaluate the effectiveness of one's own and others' written material (technical, business, or informational) using criteria that include the following:
 - plain language
 - coherence and organization
 - consistency in the application of usage conventions
 - relevance to argument of supporting evidence and examples
 - appropriateness to intended purpose and audience
 - attention to detail

- summarize, make inferences, draw conclusions and critically evaluate
- paraphrase main ideas in written material
- distinguish between implicit and explicit messages
- apply prior knowledge and experience to assist understanding of new material
- use a variety of strategies and sources to gather and evaluate information, including print sources, library resources and the internet
- evaluate the influences, writing style and background of particular authors in order to understand their writings
- read and analyze the content, purpose and organization of a variety of written material used in workplace and professional situations (e.g. letters, memos, email, reports, proposals)
- interpret technical and professional information conveyed in graphic and other non-verbal ways
- distinguish between literary works and non-fiction works
- respond to themes and ideas of literary works
- analyze and discuss elements of fiction (conflict, theme, character, mood, tone, irony, foreshadowing, point of view, and setting) within literary works studied
- discuss the ways in which Indigenous themes are developed in various pieces of writing
- consider and explain social and personal benefits of reading literature or listening to Indigenous stories

4. Written Communication

- apply a writing process approach (pre-write, draft, revise, edit)
- produce work that demonstrates effective organization, support (e.g. examples, evidence) and sentence structure
- gather, evaluate, synthesize, and organize information into a research paper of approximately 1500 words using an appropriate documentation style (e.g. APA, MLA or Chicago)
- understand and avoid plagiarism
- produce writing on demand (e.g. business writing, essays, and exams)
- create a variety of effective technical and professional writing
- recognize and use language specific to technical and professional writing
- gather information and organize it into functional writing assignments (e.g. simple reports, letters and memos)
- edit own work fully for coherence and accuracy
- monitor spelling, grammar, mechanics and syntax using appropriate techniques and resources as required, including electronic technology
- write effectively, adjusting for audience, purpose and situation to inform, persuade, and interact in formal and informal situations
- organize information and ideas to clarify thinking and achieve desired effect

Recommended Learning Outcomes

5. Cooperative Communication

- describe the value and limitations of collaborative work collaborate and consult effectively with others in completing communications tasks through means that include:

- a. interacting confidently
 - b. assuming responsibility for roles in teams
 - c. respecting and promoting respect for the contributions of other team members
 - d. demonstrating a commitment to the team and to project goals
- employ advanced problem-solving skills in cooperative communication activities
 - use a variety of resources and technologies when working with others
 - evaluate group processes and individual roles in and contributions to group processes

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

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

All course materials are available on D2L. Access to the internet and a computer is required (available at Camosun). Please bring paper and a pen to class.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY /

*This schedule is subject to change with reasonable notice.

Weeks	Monday	Wednesday
Week 1 January 6&8	Welcome Overview Supports Letter of introduction Email and attachment Academic conduct	Grammar Summary
Week 2 Jan. 13&15	Critical reading & responding Paragraph grammar	Technical description
Week 3 Jan. 20&22	Critical reading & responding	Process Writing grammar
Week 4 Jan. 27&29	Critical reading & responding Grammar quiz #1	Memo report grammar
Week 5 Feb. 3&5	Critical reading & responding grammar	Short essay response grammar
Week 6 Feb. 10&12	Prepare for theatre visit Plan research essay topics grammar	Meet at Belfry Theatre <i>Behind the Moon</i> 1-3pm show
Week 7 Feb. 17&19	Reading Week – no classes	Reading Week – no classes
Week 8 Feb. 24&26	Theatre discussion Library visit grammar	Theatre writing
Week 9 Mar. 3&5	Story listening Grammar quiz #2	Story response Library research
Week 10 Mar. 10&12	Essay outline due Library research	References list due

Week 11 Mar. 17&19	Short story	Poetry Research essay draft
Week 12 Mar. 24&26	Short story	Research essay due poetry
Week 13 Mar.31& Apr. 2	Presentations Short story	Presentations poetry
Week 14 Apr. 7&9	Grammar quiz #3 Presentations	Creative assignment gallery walk

EVALUATION OF LEARNING

DESCRIPTION	WEIGHT
Letter of Introduction	2
Professional Email (Memo Report)	6
Summary	4
Process Writing	6
Technical Description	6
Critical Reading and Responding	6
Literature Analysis and Discussion <ul style="list-style-type: none"> • Short Story Responses • Poetry Responses • Theatre Response • Creative assignment 	5 5 10 5
Indigenous Literature and Experience <ul style="list-style-type: none"> • Oral story response • Essay Response – Persuasive Writing 	5 5
Research Essay (MLA) <ul style="list-style-type: none"> • Outline • Rough draft and documentation • Final draft • Presentation 	2 13 5
Grammar and Punctuation <ul style="list-style-type: none"> • 7 concepts • 3 quizzes 	10
Professionalism (communication, participation, attendance)	5
TOTAL	100%

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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Please help to create a supportive learning environment for all of us!

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

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 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 Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

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/e2.2.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" (<http://camosun.ca/learn/calendar/current/procedures.html>) 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://camosun.ca/about/policies/education-academic/e-2-student-servicesand-support/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 250-3703841

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.

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.