

# COURSE SYLLABUS



COURSE TITLE: English 090 – Provincial English 12

CLASS SECTION: DS07

TERM: Fall 2024

COURSE CREDITS: 6

DELIVERY METHOD(S): Lecture (online)

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and Ƶ 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>.

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*Camosun College requires mandatory attendance for the first 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

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NAME: Jean Penola

EMAIL: [penolaj@camosun.ca](mailto:penolaj@camosun.ca)

CLASS HOURS: Mondays and Wednesdays 5:00 p.m. to 7:50 p.m.

LOCATION: online

OFFICE 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 Tuesdays and Thursdays 4:30pm-6:30pm 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

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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 [ENGL 050](#) (if taken prior to September 2020)

## COURSE LEARNING OUTCOMES / OBJECTIVES

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*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

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There are no required textbooks for this course. All materials are available on D2L. Access to the internet and a computer is required. It is recommended that students bring paper and pen to class for group activities; a laptop or tablet is also recommended for use during class time.

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

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Because this is a self-paced course, learners will follow an individually-set 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 plan 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.

Class time will be divided into whole-class lecture/activities and individual work time. The instructor will be available during this time to assist and answer questions.

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.

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Personal Introductory Paragraph	2
Professional Email (Professional Writing)	5
Paraphrasing and Summarizing	5
Process Writing	3
Technical Description	7
Critical Reading and Responding	6
Literature Analysis and Discussion <ul style="list-style-type: none"> <li>• Short Story Responses</li> <li>• Poetry Responses</li> <li>• Novelette</li> </ul>	5 5 5
Indigenous Literature and Experience <ul style="list-style-type: none"> <li>• Oral story response</li> <li>• Essay Response</li> </ul>	4 4
Persuasive Writing <ul style="list-style-type: none"> <li>• Outline</li> <li>• draft</li> <li>• Essay (final)</li> </ul>	3 3 4
Research Essay (MLA) <ul style="list-style-type: none"> <li>• Outline</li> <li>• Rough draft and documentation</li> <li>• Final draft</li> <li>• Presentation</li> </ul>	3 5 8 5
Grammar and Punctuation <ul style="list-style-type: none"> <li>• 7 concepts</li> <li>• 2 quizzes</li> </ul>	7 6
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>

Students having difficulty completing the course within 4 months should explore, with their instructor, additional supports that may be available. Students with a record of poor attendance and progress might not be permitted to re-register in other courses. 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/accessiblelearning/exams.html>

## 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 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.
- 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 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

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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/>.

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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>
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

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### 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](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 250-3703841

### 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.