

# COURSE SYLLABUS



**COURSE TITLE:** Provincial English Composition

**CLASS SECTION:** English 092 DS03

**TERM:** 2024 Summer

**COURSE CREDITS:** 3

**DELIVERY METHOD(S):** Lecture, Online

**CLASS HOURS:** Monday and Wednesday, 5:00-6:20pm

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and ɥ 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 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:** Jean Penola

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

**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 Mondays and Wednesdays 3:00-5:00pm 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

Students in this course will be provided practice and instruction in critical reading and be able to demonstrate creative and critical thinking. Students will practice and receive instruction in the planning, writing, and revising of paragraphs and essays, so as to prepare them for college writing. Students will also learn to gather, evaluate, synthesize, and organize information into a research paper as well as deliver a research-based oral presentation. This course prepares students for post-secondary academic English courses.

Note: English 092 combined with English 094 is equivalent to Provincial English 12.

PREREQUISITE(S): One of:

- C in [English 11](#)
- C in [Camosun Alternative](#)
- 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
  - a. evaluate argument for validity, reliability, currency, and objectivity
  - b. recognize elements of clear communication
  - c. demonstrate organizational thought processes to solve problems
  - d. demonstrate an awareness of how communication formats influence language choices and usage
  - e. record, organize and store information read, heard or viewed
  - f. support a position by citing specific details from what has been read, heard or viewed
  - g. explore diverse perspectives to develop or modify one's point of view
  - h. assess one's own knowledge and use of language
  - i. assess information for completeness, accuracy, currency, relevance, balance or perspectives and bias
  - j. analyze different presentations of the same information to reconsider positions
  - k. assess ways in which language reflects and influences values and behavior.
2. Reading and Reference
  - a. evaluate the effectiveness of one's own and others' written material 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
  - b. summarize, make inferences, draw conclusions and critically evaluate
  - c. paraphrase main ideas in written material
  - d. distinguish between implicit and explicit messages
  - e. apply prior knowledge and experience to assist understanding of new material
  - f. use a variety of strategies and sources to gather and evaluate information, including print sources, library resources and the Internet
  - g. interpret details and draw conclusions from information presented in a variety of print and graphic formats, including electronic formats
3. Written Communication
  - a. plan and write a variety of types of paragraphs and essays
  - b. edit own work fully for coherence and accuracy
  - c. monitor spelling, grammar, mechanics and syntax using appropriate techniques and resources as required, including electronic technology
  - d. write effectively, adjusting for audience, purpose and situation to inform, persuade, and interact in formal and informal situations

- e. organize information and ideas to clarify thinking and achieve desired effect
  - f. understand and avoid plagiarism
  - g. produce writing on demand
  - h. 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)
4. Speaking and Listening Skills
- a. interact effectively in formal or informal situations
  - b. adjust speaking style to suit audience, purpose, and situation
  - c. give and respond to feedback during oral presentations
  - d. use effective presentation aids to enhance communications
  - e. deliver a research-based oral presentation to inform or persuade and respond effectively to feedback
  - f. demonstrate a critical understanding of arguments

*These outcomes conform to and reflect the BC Articulation Handbook recommendations. While a number of these outcomes are listed by BCCAT under the "Essential" Provincial Level, all the required outcomes for a "Literature-Based" Provincial Level course are covered by the combination of English 092 and English 094.*

#### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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

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

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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 meet with students online in the "Collaborate" video chat area of the D2L site. To reduce student wait times and ensure that all students can access the instructor, students will 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.

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.

Assignment	Details	Weighting	Suggested Timeline
Introduction	Welcome Week Assignments	N/A	Week 1
Initial Writing Assignment	Initial Paragraph	5	Week 1
Grammar and Punctuation	6 worksheets and 1 quiz	10	One/week
Two summaries	As assigned	10	Week 2
Persuasive Essay	Outline	5	Week 2
	Draft and editing	5	Week 3
	Final draft	10	Week 3
Reading for Understanding	As assigned	10	Week 4
Research and Source Citation	MLA assignment 1	5	Week 5
	MLA assignment 2	5	Week 5
Research Essay	Outline and notes	5	Week 6
	Draft and editing	5	Week 7
	Final Essay Draft	10	Week 8
Oral Presentation	On research essay topic	5	Week 9
Exit Essay	Exit essay outline	5	Week 10
	Timed essay (3 hours)	5	
<b>Total</b>		<b>100</b>	

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).  
<http://camosun.ca/services/accessiblelearning/exams.html>

## EVALUATION OF LEARNING

## Standard Grading System

A+	90 - 100%	B+	77 - 79%	C+	65 - 69%	IP**
A	85 - 89%	B	73 - 76%	C	60 - 64%	
A-	80 - 84%	B-	70 - 72%	D*	50 - 59%	

*\*D is the minimum level of achievement for which credit is granted; a course with a 'D' grade cannot be used as a prerequisite. \*\*IP is a temporary grade assigned when enrollment in the course will extend beyond one term. No more than two IP grades will be assigned for the same course.*

Students having difficulty completing the course within 2-4 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.

## 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 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/>.

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>
Support Service	Website
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-services-and-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.