

# COURSE SYLLABUS



COURSE TITLE: ENGL 095 – Provincial Professional and Technical English

CLASS SECTION: DS07

TERM: 2024S

COURSE CREDITS: 3

DELIVERY METHOD(S): Online

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən 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

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NAME: Elizabeth Steffanick

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

HOURS: By appointment

*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 course will apply the reading, writing, critical thinking, and oral communication skills required to be successful in professional and/or technical programs and careers. Students will discuss, evaluate, practice, and create a range of communication forms, such as memos, proposals, research-based reports, and oral presentations. This course prepares students for post-secondary academic English courses.

Note: ENGL 092 combined with ENGL 094 or ENGL 095 is equivalent to Provincial English 12.

PREREQUISITE(S): One of: C in English 11, C in ENGL 070

## COURSE LEARNING OUTCOMES / OBJECTIVES

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

### 1. Creative and Critical 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

### 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.

### 4. Writing Process

- apply a writing 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 or report of approximately 1500 words using an appropriate documentation style (e.g. APA, MLA or Chicago)
- understand and avoid plagiarism
- produce writing on demand
- 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

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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1. The Canadian Writer's World: Paragraphs and Essays (3rd Ed.) by Gaetz, Phadke, Sandberg, and Sauer
2. Supplemental open-source and instructor-provided materials

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

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This is an online instructed class. Students meet with the instructor by video chat or phone for weekly 30-minute appointments.

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). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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Students will be assigned a variety of work to help them achieve the learning outcomes for the course. Grades will be assigned according to this chart.

DESCRIPTION	WEIGHTING
Process writing and mini-presentation	10%
Letter of application and follow up letter	15%
Grammar quiz	10%
Professional email assignment	10%
Summary and critical reading assignment	15%
Research Essay including proposal (5%) and oral presentation (10%)	35%
Participation	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 <a href="http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf">Grade Review and Appeals</a> policy for more information. <a href="http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf">http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf</a>	100%

## COURSE GUIDELINES & EXPECTATIONS

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This is a self-paced course. Students have the flexibility to follow an individually-adaptable timeline to complete the learning outcomes and assignments. The course is a combination of 3 online, blended and/or in-person hours per week with an expectation of studying another 2 hours per week. Students have a responsibility to work hard, attend class and/or meetings, and ask for support when needed.

## SCHOOL AND DEPARTMENTAL INFORMATION

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Community Learning Partnerships (CLP), a department of the School of Access, brings education to community-based sites to make it easier for students to begin or return to learning in a less intimidating place than on the college campus. Students can build or refresh their skills to meet admission requirements and be successful in other college programs. Students learn in a comfortable environment with other adults who share similar backgrounds and get help from friendly and compassionate Camosun instructors and staff. Community Learning Partnerships department: <http://camosun.ca/learn/school/access/community-partnerships/index.html>.

## 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 [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</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 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 <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/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://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) 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.