

# COURSE SYLLABUS



COURSE TITLE: ENGL-103 – Preparatory Academic Writing

CLASS SECTION: 001

TERM: 2025W

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Lək̓ʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

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## INSTRUCTOR DETAILS

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NAME: Jen Guenther

EMAIL: guentherj@camosun.ca

OFFICE: Paul 331

HOURS: January 6 - February 21: Monday, Tuesday, Thursday 11:30 - 12:30  
February 24 - April 18: Monday, Tuesday, Thursday 10: 00 - 11:00

*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 be prepared to meet the demands of academic writing courses through reading, writing and research. It includes instruction and practice in critical writing, reading and thinking; planning, writing, and revision of paragraphs/essays; clarity and coherency of written ideas. Students will learn correct grammatical usage and information/media literacy skills.

**PREREQUISITE(S):**

One of:

C in English 11

C in Camosun Alternative

C in ENGL 050 (if taken prior to September 2020)

Assessment

**CO-REQUISITE(S):**

**EQUIVALENCIES:**

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## COURSE LEARNING OUTCOMES / OBJECTIVES

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### 1. Reading, Informational Literacy and Research Skills

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

- a. Use critical thinking skills to evaluate readings and essays for content, quality and logical development;
- b. Use a variety of sources, which may include personal knowledge, interview, print, and electronic-based media to support their writing;
- c. Use various kinds of evidence, such as statistics, quotations, and anecdotes;
- d. Recognize the difference between opinions, generalizations and facts;
- e. Summarize, make inferences, draw conclusions and evaluate readings critically;
- f. Integrate source material smoothly, using appropriate signal phrases and punctuation;
- g. Cite and document quotations, paraphrases and summaries, following MLA conventions.

## **2. Writing Skills**

- a. Differentiate the elements of well-written paragraphs (topic sentences, details, evidence, examples, transitions);
- b. Organize and develop outlines for essays;
- c. Use correct punctuation, grammar and sentence structure;
- d. Identify purpose and audience, and choose suitable rhetorical styles and language;
- e. Construct a workable thesis for an essay;
- f. Practice the process of composition, including brainstorming, drafting, editing and proofreading.

## **3. Oral Communication Skills**

- a. Present material using language effectively and appropriately in both formal and informal situations;
- b. Select and use effective visual and/or auditory presentation aids;
- c. Give and respond to feedback respectfully and appropriately;
- d. Collaborate with others in completing tasks;
- e. Recognize and respect diversity and individual differences.

## **4. Media Literacy**

- a. Critically compare treatments of a theme, topic and content from a variety of media and/or sources;
- b. Recognize the importance of media literacy and exhibit a critical awareness of media messages.

## **5. Computer Literacy**

- a. Use word processing software effectively in the production of written assignments;
- b. Use information from a variety of applications in the production and presentation of assignments (e.g. Internet websites, electronic presentations, *Word* documents, video);
- c. Communicate effectively using e-mail.

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### **REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION**

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- (a) Texts: ENGL 103 Course Pack (from the Camosun bookstore)
  - (b) A binder or notebook to store class handouts
  - (c) Other: a dictionary and thesaurus are recommended but not required
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COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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

Date	Day 1	Day 2
Week 1	Course Intro <i>Grammar</i> : word class	Audience, tone, point of view <i>Grammar</i> : subjects and verbs
Week 2	<b>Personal Intro Assignment due</b> Paragraphs <i>Grammar</i> : phrases and clauses; sentence types	<b>Academic Integrity Course due (D2L)</b> MLA formatting Summarizing and paraphrasing <i>Grammar</i> : frags, run-ons & comma splices
Week 3	Persuasive writing	<b>Summary Paragraph due – in class</b>
Week 4	Thesis statements <i>Grammar</i> : parallelism	<b>Grammar Quiz 1</b> Organizing and preparing to write
Week 5	Introductions and conclusions <i>Grammar</i> : active/passive voice	Word usage <i>Grammar</i> : modifiers
Week 6	<b>Persuasive Essay Revision – In-class (full essay draft due)</b>	<b>Persuasive essay due (include revision draft)</b> Bias-Free Language <i>Grammar</i> : commas
Week 7	<b>READING BREAK – NO CLASSES</b>	<b>READING BREAK – NO CLASSES</b>
Week 8	Reading Critically <i>Grammar</i> : apostrophes	Citations <i>Grammar</i> : quotation, question, and exclamation marks
Week 9	<b>Grammar Quiz 2</b>	<b>Essay 2 – in class</b>
Week 10	<b>Research Essays</b> Reading Critically <i>Grammar</i> : semicolons and colons, dashes and parentheses	Rebuttals
Week 11	<b>LIBRARY ORIENTATION</b>	Citations
Week 12	<b>Research Proposal due</b> Preparing a presentation <i>Grammar</i> : subject-verb agreement	<b>Grammar Quiz 3</b> Research Essay work block
Week 13	<b>Peer Edit Assignment, in-class (Research Essay Draft Due)</b>	<b>Research Essay due – Citations check, in-class Presentations</b>
Week 14	<b>Presentations</b>	<b>Presentations</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 notice is required. Deadlines can be reviewed on the [CAL exams page. https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams)

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Personal Introduction	Diagnostic
Academic Integrity Course	2
Quizzes	12
Summary Paragraph	6
Persuasive Essay with Revision	15
In-class Essay (Response to a Reading)	18
Library Orientation Session	2
Research Project <ul style="list-style-type: none"> <li>• Proposal</li> <li>• Essay</li> <li>• Peer Edit</li> <li>• Presentation</li> </ul>	5 20 5 10
Professionalism: class participation, attendance, punctuality, communication	5
<b>TOTAL</b>	<b>100%</b>

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>

## COURSE GUIDELINES & EXPECTATIONS

**Time Management.** This class requires approximately two to three hours of work per week outside of class time, not including essay writing and research. Ongoing completion of this work is necessary for improvement of the skills presented in class. For some people, managing time for class work alongside other life commitments is a real struggle for students. But there is help! Tips and tools to help you with time management can be found here: <https://camosun.libguides.com/Time/management>

**Attendance and Punctuality.** Class attendance is mandatory. Class time consists of lecture, discussion, and writing practice, so missing class means missing opportunities to learn with your peers, to strengthen and hone your writing and oral communication skills, and to be a part of the class community. Of course, there may be times when you need to be absent. At these times, it is your responsibility to catch up on missed work, so I recommend finding a dependable friend or two at the beginning of term and swapping contact details so you can get the information you missed.

Please come to class on time—arriving late is disruptive and you miss out on instruction. Students habitually arriving late may be denied permission to join the class.

**Assignments and Quizzes.** Assignments are due at the *beginning* of class on the dates listed on the schedule. Computer problems are not an excuse for late submissions. If you must miss a test or the due date of an assignment, please let me know the day before the class at the latest. Late submissions require prior instructor approval or will receive a 10% deduction and will not receive feedback. Assignments will not be accepted one week after the deadline without prior instructor approval. Note that all writing assignments must be completed to receive a passing grade in the course.

- Typed assignments must be submitted in hard copy and uploaded to D2L.
- If you miss a quiz, you must contact me before the quiz and write it within one week; once quizzes are returned to the class, they can no longer be written.
- Please keep a copy of all the assignments you submit in case work is lost, damaged, or misplaced, and save all graded assignments until the completion of the course.

**Electronics.** Mobile phones, laptops, translators, and other electronic devices are allowed in class only with instructor permission. Otherwise, electronics should be turned off and kept out of sight.

### Instructor Contact

- **Office Hours.** Come see me! I'm always happy to discuss assignments, graded work, grammar, writing, drafts, literature, the course, etc. with students during office hours. If my posted office hours don't fit, let me know and we'll find a time that suits us both.
- **Email.** Please use email for short and simple questions only (office hours are for longer queries). If I haven't responded to your email within 24 hours Monday-Friday, assume I didn't get it and resend. (I'm never ignoring you 😊)

**English Help Center (EHC). Rm. E202.** *Use the EHC!* The instructional assistants at the EHC provide one-on-one support for assignments and writing, including organizing ideas, helping with grammar, generating thesis statements, providing essay feedback before submission, etc.

Students can book online at <http://camosun.ca/services/writing-centre/appointments.html>.

**Classroom Community.** It takes everyone to create a respectful, supportive, collaborative, enjoyable, and productive learning environment. When we participate with integrity and sensitivity--mindful of how our words, actions, and attitudes affect others--and when we listen, consider, and value differing viewpoints, great conversation and growth happens!

**Artificial Intelligence (AI).** This writing course is a place for students to practice and hone their thinking, drafting, researching, and writing skills. Using AI applications that write for you (such as Chat GPT) or that rework your sentence structures (such as Grammarly) defeats this learning. Finding the words and sentence structures that express your ideas deepens your understanding of a topic and develops your own voice in your writing. Therefore, the use of generative AI is not allowed in this course; its use is considered plagiarism and will be treated that way.

**Plagiarism.** You are expected to do your own writing and use your own ideas (unless properly cited) on all assignments. You may get feedback on your writing from the Help Centres (and please do!). However,

copying another's writing; having someone else write all or even part of your composition; using another person's ideas without correct acknowledgement; and using another's sentence structures, while merely replacing words and phrases, are all plagiarism and will incur any or all of the penalties stated in the college calendar.

## 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 <https://camosun.ca/sites/default/files/2021-05/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

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/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 (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence

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 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 Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education).

To contact the Office of Student Support: [oss@camosun.ca](mailto: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 <https://camosun.ca/sites/default/files/2021-05/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.