COURSE SYLLABUS

COURSE TITLE: ENGL-250: Advanced Composition

CLASS SECTION: D02

TERM: Fall 2022

COURSE CREDITS: 3

DELIVERY METHOD(S): D2L Online, Asynchronous

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: Raj Mehta

EMAIL: Please use internal D2L email to reach me (my regular email is: mehta@camosun.ca)

OFFICE: Paul 321

HOURS: Mondays, Thursdays, from 1-3pm (or 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

This course builds upon the critical writing and reading skills acquired in first-year English courses and is especially relevant to students in humanities, social sciences, and business. Students will read and practice writing a variety of nonfiction forms for specific audiences, such as researched essays, opinion pieces, analytical reviews, cultural commentary, and descriptive and narrative writing, including personal essays and memoir. Students will also learn to revise and edit their work for maximum effect. Topics covered are relevant to multiple disciplines/professions, and readings will explore a variety of cultural perspectives.

PREREQUISITE(S):

One of:

• C in ENGL 151

• C in ENGL 161

• C in ENGL 163

• C in ENGL 164

Not Applicable
Not Applicable

COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Identify:
a) Different types of non-fiction prose (e.g., memoir, personal essay, review, editorial, speech, expository essay, research essay).
b) A variety of rhetorical strategies (e.g., description, narration, comparison and contrast, classification, cause and effect, persuasion).
c) The relationship among speaker, audience, and material.
2. Outline the structure of a work of non-fiction prose.
3. Evaluate the effectiveness of form, structure, and style (e.g., sentence types, sentence variety, vocabulary, figures of speech) in a range of non-fiction prose, both published and unpublished.
4. Compose different types of non-fiction prose.
5. Compare, select, and employ a variety of structures, rhetorical strategies, and styles.
6. Revise their own writing according to various articulated standards of evaluation (their own, their peers', their instructor's, the marketplace's).

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

The course is structured around the following text (the text is a free open access digital text).

https://ecampusontario.pressbooks.pub/profcommsontario/

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

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

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
1	Course Intro	
2	Audience Analysis	

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
3	Communication Channels	
4	Plain Language	
5	Using Visuals	
6	Using Visuals	
7	Summaries	
8	Feedback and Peer Review	
9	Final Document	
10	Final Document	
11	Citation	
12	Citation	
13	Editing	
14	Editing	

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/accessible-learning/exams.html

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
Writing Self Evaluation		1/3
Summary (Respectful Workplace Policy)		1/3
Document with Visuals (Bylaw Document)		1/3
	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 policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

Please note if you are new to D2L there are some tutorials you can explore to help you navigate the resources (there is a drop-down menu along the top called D2L Student Guide).

Instructor: Raj Mehta
Office: Paul 318
Email: Please use internal D2L email to contact me

Note I only administer to the course content – I cannot help with log in problems, software issues, etc. For technical assistance, contact desupport@camosun.bc.ca

How do I start the course?

Students will be held responsible for being familiar with the policies outlined here. Please read through these notes carefully.

PLEASE POST YOUR INTRODUCTION BY 11:30PM, SEPTEMBER 9th (students that do not do so will be dropped to accommodate wait-listed students). Post under My Tools>Discussions.

Course Overview & Structure
The course is structured around the following text (the text is a free open access digital text).

https://ecampusontario.pressbooks.pub/profcommsontario/

Note that assignments are always due by Friday 11:30PM of the week in question.

Assignments are uploaded under My Tools> Assignments.

You will find a description of what each assignment requires there as well.

I have focused this course around the text in organized in sequential modules that you will be required to follow closely. Note the weekly schedule we follow and in particular, note the due dates for assignments.

Though this course is online, it is *not* self paced. I presume you are logging in each week to check for course announcements, changes to due dates, course content modifications, etc. I will post notes under the NEWS tab. Sometimes this tab needs to be expanded if you don't see anything (click on the tab). Students can certainly schedule to work through the weekly calendar postings as they wish otherwise – this course is asynchronous so no formal time is required for students to be present online. However, note that this course requires

considerable discipline and commitment on your part – perhaps even MORE so than in-class courses. You need to regulate your weekly commitment and keep pace with the class schedule.

As an advanced writing course, this course presumes some competence in post-secondary level standards of composition, revision, editing, research, and documentation. This is NOT a formal grammar course.

Grading

==**Please upload assignments as .pdf documents**==.

Assignments not in .pdf format will be docked 10%. Assignments are due on the dates/times specified. No late assignments are accepted save for verifiable medical reasons. Note that problems with online access, software, etc., will NOT be accepted as reasons for extensions. Note the assignment deadlines.

Note too that the deadline is 11:30PM of the day an assignment is due. All time references to time in the course are to Pacific Daylight Time (PDT). If you are in another time zone, you are responsible for submitting your assignments by the time specified in PDT.

All assignments are to be submitted in 12-point, Times New Roman. Submissions must follow MLA style or APA style.

There are no make up assignments or options to redo required submissions.

Comments on submitted work can be found the comment box of submitted assignments. To see your feedback, go to My Tools>Assignments (where you uploaded your work). The assignment descriptions provide the grading criteria that is used for each of the required submissions.

Writing Rubric for Grades
 Again, as noted above, we presume correctness and fluency in your writing. Those students needing sentence level facilitation with issue of writing should confer with additional resources. For a quick overview of some common sentence issues you should not be making – review these:

https://undergrad.stanford.edu/tutoring-support/hume-center/resources/student-resources/grammar-resources-writers/top-twenty-errors-undergraduate-writing

As to grading, note that merely fulfilling the basic requirements for an assignment, and doing so in a competent, reasonable manner is generally only enough for a grade in the 'B' range.

'A' grades will only be awarded when work demonstrates notable excellence. **There is no difference in other words, between an 'A' and a 'B' paper save on matters of content**. If you make sentence mistakes, do not expect B or A grades in this course.

Grades are administered as letter grades on assignments.

Academic Honesty
In cases of academic misconduct, students will receive an F on the assignment and may also be subject to additional college sanctions. Students will respect the standards of academic integrity. In addition to plagiarism, academic dishonesty includes but is not limited to:

Cheating: Copying from another student or using unauthorized aids or persons in assignment submissions.
Falsification: Making up fictitious information and presenting it as factual or altering records for the purpose of misrepresentation.
Facilitation: Helping *another* student to cheat, plagiarize, or falsify.

E-mail:

When contacting me via e-mail, be sure to use the internal D2L email system. I try to respond to messages in a timely fashion, but ask that you use e-mail prudently and expect at least 48 hours for a reply. I usually do not respond to emails at the end of the day over weekends/holidays.

SCHOOL OR DEPARTMENTAL INFORMATION

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/.

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/e-1.13.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/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.

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. 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.