

COURSE SYLLABUS

COURSE TITLE: ENGL-250-Advanced Composition

CLASS SECTION: D02

TERM: 2024F

COURSE CREDITS: 3

DELIVERY METHOD(S): D2L (online), Asynchronous



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

INSTRUCTOR DETAILS

NAME: Raj Mehta

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

OFFICE: Paul 318

HOURS: Tues, Thurs: 10-11:30AM; online Monday, 10-11AM

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

CO-REQUISITE(S):

EQUIVALENCIES:

COURSE LEARNING OUTCOMES / OBJECTIVES

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

Identify:

Different types of non-fiction prose (e.g., memoir, personal essay, review, editorial, speech, expository essay, research essay).

A variety of rhetorical strategies (e.g., description, narration, comparison and contrast, classification, cause and effect, persuasion).

The relationship among speaker, audience, and material.

Outline the structure of a work of non-fiction prose.

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sentence types, sentence variety, vocabulary, figures of speech) in a range of non-fiction prose, both published and unpublished.

Compose different types of non-fiction prose.

Compare, select, and employ a variety of structures, rhetorical strategies, and styles.

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

Dingwall et al., *Professional Communications* (Canadian Edition)

(note text is available online – link on D2L)

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; Post personal bios	
2	Audience Analysis	
3	Communication Channels	
4	Plain Language	
5 & 6	Using Visuals	
7	Writing Summaries	
8	Using Feedback	
9 & 10	Final Project	
11 & 12	Integrating Quotes and Citation	
13 & 14	Revision and 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](#).
<https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Writing Self Evaluation	1/3
Respectful Workplace Policy Summary	1/3
Reworked Bylaw + Visuals	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.

https://camosun.ca/sites/default/files/2021-05/e-1_14.pdf

COURSE GUIDELINES & EXPECTATIONS

Please note that course materials online are *solely for your personal use for research, private study or review only. Further reproduction, distribution, transmission, dissemination, or any other use, may be an infringement of copyright if done without securing the permission of the copyright owner and Camosun College. You may not distribute, e-mail or otherwise communicate these materials to any other person.*

IMPORTANT

Please post an introduction under MY TOOLS>DISCUSSIONS by September 6th 11:30PM (Pacific Standard Time). Those that do not will be considered "No Shows" and dropped from the class.

Please note if you are new to D2L there are some tutorials you can explore to help you navigate the resources (click on the home icon>D2L Student Help).

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.

Course Overview & Structure

This course is presented in an online format and follows a text closely. I strongly recommend working the textual material - there are some exercises in the text that test your understanding. The exercises in the text are not to be submitted for grading, but if you have questions or need help be sure to reach me.

Assignments are uploaded as **PDF** documents under My Tools> Assignments.

Assignments not in the required format will be penalized 10%.

Assignments are due on the set due dates (MY TOOLS>ASSIGNMENTS). Assignments handed in late will receive a deduction of 10% per day for up to four days (including weekends). Thereafter, the assignment receives a grade of 0. Note assignments uploaded even seconds/minutes after the due date time will be docked a day late penalty (-10%).

Note all time references in the course are in 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. If using some other convention, please confer with me via email.

A description of what each assignment requires is outlined under My Tools> Assignments. Note the due dates, and note that for the final assignment, there are two date options for assignment submission.

Though this course is online, it is not self paced in the sense that I presume you are logging in each week to check for course announcements and changes to due dates, course content modifications, etc. I will post notes and supplemental materials under the NEWS tab (click on the tab to expand it if you don't see anything). This course requires considerable discipline and commitment on your part – even more so than in-class courses. You need to regulate your weekly commitment and keep pace with the class schedule.

Course Assignments and Assessment

Introduction	0% (Required, but not graded)
Writing Self Evaluation	1/3 final mark
Summary	1/3 final mark
Bylaw with Visuals	1/3 final mark

Grading

Marks on submitted work will be found the comment box of submitted assignments. So there is some uniformity in the nature of my comments, I use a grading rubric for each assignment and

marks are submitted as a letter grade. Use the letter grade to see the corresponding rubric schematic. I usually take one to two weeks to complete the grading. To see your feedback, go to the Assignments page where you uploaded your work.

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 or one on sentence mechanics.

Moreover, please note merely fulfilling the minimal requirements for an assignment as outlined in the grading rubrics and doing so in a competent, reasonable manner is generally only enough for a grade in the 'B' range. 'A' grades are only awarded when work demonstrates notable excellence in content. **There is no difference in other words, between an 'A' and a 'B' paper save on matters of content.** If you make ANY sentence mistakes, do NOT expect B or A grades in this course as we presume correctness and fluency in your writing.

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 assignments.

I strongly urge students to take a moment early this term to learn more about academic integrity here:

<https://camosun.libguides.com/academicintegrity#s-lg-box-16548356>

Note the Camosun College policy below (Academic Integrity).

All assignments should be fully prepared by the student. Developing strong competencies in the skills associated with this course, from student-based brainstorming to project development, will prepare you for success in your degree pathway and career. Therefore, please note the use of generative AI tools to complete any aspect of assignments for this course are not permitted and will be treated as plagiarism. If you have questions about what constitutes a violation of this statement, please contact me.

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 I 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 or on weekends.

SCHOOL OR DEPARTMENTAL INFORMATION

School of Arts & Science, English Department

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 camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international

Support Service	Website
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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 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.

To contact the Office of Student Support: 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.

