COURSE SYLLABUS

COURSE TITLE: Intermediate English 050

CLASS SECTION: BS05

TERM: Winter 2023

COURSE CREDITS: N/A

DELIVERY METHOD(S): In classroom (face-to-face)

LOCATION: CBA 125 (Interurban Campus) on Tues, 118 on Thurs

COURSE HOURS: Tuesday and Thursday 1230-15:20

For COVID-19 information please visit https://legacy.camosun.ca/covid19/index.html.

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Territorial Acknowledgement.

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: Mice Albano

EMAIL: albano@camosun.bc.ca

OFFICE: CBA 146; office hours on T/Th available by appointment

Phone 250-370-4481

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 will develop critical thinking, reading skills, formal writing skills, and skills in introductory literature analysis. Students will practice organizing, writing, and revising paragraphs, essays, and business documents. Students will develop grammar, punctuation, and composition skills while improving reading, reading comprehension, vocabulary, and study skills.

PREREQUISITE(S): COM in ENGL 033
CO-REQUISITE(S): N/A
EXCLUSION(S): N/A

COURSE LEARNING OUTCOMES / OBJECTIVES

The learning outcomes in this course meet the required learning outcomes in ABE Intermediate English as outlined in the BC ABE Articulation Handbook. Upon successful completion of this course a student will be able to:

1. Critical and Creative Thinking.
    a. recall and interpret information
    b. identify subject/topic, main ideas, supporting ideas, and sequence
    c. summarize
    d. make inferences
    e. compare and contrast; classify; define; draw conclusions
    f. analyze information and solve problems (create solutions, identify impact of solutions, modify solutions)
    g. identify and discuss examples of fact and opinion
    h. support a position

2. Reading, Research, Reference.
    a. use context clues and word structure analysis (prefix, suffix, root) to determine meaning
    b. recognize homonyms, antonyms and synonyms
    c. use a dictionary and a thesaurus to expand vocabulary
    d. read to locate specific information
    e. use a variety of reference materials
    f. use in-book reference tools (index, table of contents, glossary)
    g. use skimming and scanning techniques
    h. develop skills in outlining, memorizing, exam taking and note-taking
    i. recognize point-of-view, illogical argument, fallacies, stereotypes, bias and propaganda

3. Written Communication.

    a. understand and use the steps of the writing process: prewriting, drafting, revising and editing
    b. gather ideas; define and narrow a topic; evaluate, select and organize source materials
    c. adjust content and style of writing to suite purpose, audience and situation
    d. revise and edit work to improve content, organization, word choice, phrasing, sentence and paragraph structure, spelling, punctuation, and mechanics
    e. write effective paragraphs in a range of rhetorical modes (may include narrative, descriptive, process, compare/contrast, cause/effect, classification, expository, and persuasive)
    f. write a summary
    g. write an essay
    h. understand and avoid plagiarism

4. Speaking and Listening Skills.

    a. ask questions to clarify meaning
    b. demonstrate effective listening and paraphrasing skills
    c. use voice and body language effectively
    d. respond effectively to listener feedback
    e. deliver and effective oral presentation to inform or persuade
    f. provide useful input and feedback in a variety of situations (peer editing, group discussion, classroom participation)

5. Computer Literacy.

    a. use computer programs to create, edit and publish
    b. use electronic communication

c. format assignments appropriately

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- No purchased texts are needed or required. Resources will be provided in class and some on D2L.

- For in-class activities, please bring a binder or notebook with lined paper, as well as a pen/pencil. A laptop or tablet is also fine for note-taking.

- Access to a computer with Internet, access to email, and ability to save assignments is required.

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

Because this is a self-paced course section, learners will follow an individually-adaptable timeline for assignment completion. Learners are expected to attend classes twice a week 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, the instructor will check in with each student. During these 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.

Please complete assignments as they are assigned and submit each assignment as soon is 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.

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 scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

Assignment	Value (%)
Paragraph Writing	25
Grammar and Punctuation	10
Business Writing	5
Critical Reading	40
Summary	5
Persuasive/Expository essay	10
Oral Presentation/Blog	5
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

COURSE GUIDELINES & EXPECTATIONS

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

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

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/.

Support Service	Website
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.