

# COURSE SYLLABUS



COURSE TITLE: ENGLISH 104

CLASS SECTION: 001

TERM: Winter 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): In-person

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.

Learn more about Camosun's [Territorial Acknowledgement](#).

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## INSTRUCTOR DETAILS

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NAME: Brenda Proctor

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

OFFICE: Paul 339

OFFICE HOURS: Mondays and Wednesdays after class 2:30-3:00pm

*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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This course provides instruction and practice in critical reading, writing and thinking, literary interpretation and divergent expression, and discussion and evaluation of a wide variety of literary texts. Students will read short stories, creative non-fiction, novels, drama and poetry, and will learn and apply basic literary terms/concepts in literary analysis.

### PREREQUISITE(S):

One of: C+ in English 12 C+ in English Studies 12 C+ in English First Peoples 12 C+ in Literary Studies 12 C in ENGL 092 C in ENGL 103 C in ENGL 142 C in ELD 092 C in ELD 103 - Must be taken either prior to or at the same time as this course.

## COURSE LEARNING OUTCOMES / OBJECTIVES

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### 1. Critical Reading and Discussion Skills

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

- a) Make connections and consider meaning in literary texts;
- b) Examine how historical context, including cultural, social and political factors, shapes critical understanding of literature;
- c) Identify and respond to themes of literary works;
- d) Use appropriate literary terms such as metaphor, irony, setting, etc;
- e) Use vocabulary associated with analyzing fiction, poetry, drama and creative non-fiction;
- f) Distinguish between literal and figurative meaning;
- g) Understand key differences between high school and post-secondary level academic work.

## 2. Writing Skills

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

- a) Practice producing different types of academic writing assignments, including literary essays;
- b) Become more independent in their approach to reading, writing and studying;
- c) Integrate quotations and paraphrases from literary works smoothly into paragraphs and essays using MLA conventions;
- d) Connect literary devices and techniques to themes.

## 3. Presentation and Oral Communication Skills

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

- 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.

## 5. Media Literacy

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

- a) Critically compare treatments of a theme, topic and content from a variety of media and/or sources, such as an original written play and a dramatized version;
- b) Recognize the importance of media literacy and exhibit a critical awareness of media messages and how they influence the form and interpretation of literature.

## 6. Computer Literacy

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

- 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.

### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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- *Bad Cree* by Jessica Johns (available for purchase in the college bookstore)
- Live theatre attendance: *As Above* at the Belfry Theatre (purchase ticket from the Belfry Theatre box office)
- *English 104 Coursepack* Instructor Brenda Proctor
- Reliable computer and internet access
- Office 365 Suite (Word, Excel, Outlook, Teams, etc.). Free sign up for Office 365 Suite here: <http://camosun.ca/services/its/other-services.html> Please submit assignments as Word Documents using MLA formatting (see course content).
- Materials posted on class website for you to print out: [online.camosun.ca](http://online.camosun.ca)

Note: Please keep backups of all assignments in case of loss.

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

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**Class Time:** Mondays and Wednesdays 1-2:20

**Class Dates:** January 8-April 13, 2024

**Class Location:** Mondays Wilna Thomas 103 Lansdown Campus; Wednesdays Young 316 Lansdowne Campus; and D2L: [online.camosun.ca](http://online.camosun.ca)

**Class Schedule:** see attached.

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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DESCRIPTION	WEIGHTING
Emailed and uploaded letter of introduction	2%
Reading quizzes (online—best 8 of 10)	15%
Short story paragraph	10%
Drama paragraphs/essay	10%
Novel essay and peer review	25%
Poetry Short Answer Test	5%
Poetry in-class essay	10%
Presentation	10%
Participation and Weekly Writing	13%
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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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### Instructor Responsibilities

- Provide lectures and facilitate in-class learning
- Provide learning materials, on time, based on the course's learning outcomes

- Grade assignments and provide feedback when appropriate (ideally within less than two-three weeks of due dates)
- Meet with students during posted office hour or by appointment

### Student Responsibilities

- Attend class regularly (be present mindfully) and manage time well
- Keep up with the course material and readings (listed on the tentative schedule, posted on D2L and shared in class)
- Participate regularly and respectfully in class discussions
- Complete readings, quizzes, and assignments on time
- Submit assignments consisting solely of your own work (see plagiarism section below)
- Ask for help when you need it and when you don't understand a concept
- Familiarize yourself with and use the college's supports
- Learn and adhere to the college's academic policies

### Additional Information

- Please feel welcome to ask questions. If you do not understand something, or if you find yourself stuck, **seek help**. In addition to the website and texts listed above, resources include your instructor, the English Help Centre, research librarians, counseling services, the **Eyē? Sqā'lewen** office, and the Centre for Accessible Learning.
- Please contribute to an atmosphere of mutual respect and collaboration. Speak, write and act with integrity and sensitivity, mindful of how one's words, actions, and attitudes affect others. Please listen and read carefully with an open mind, valuing differing viewpoints.
- If you need to miss class or require an extension, please email or talk to your instructor ahead of the class or deadline. Your instructor won't comment on assignment drafts over email, but you are welcome to ask your instructor specific questions about assignments via email (such as "does this thesis statement work better"? or "is this better apostrophe usage?"). If you have questions or concerns about anything pertaining to the course, please email your instructor at any time (or attend office hours). If you don't receive a response to your email within 48 hours Monday-to-Friday, please resend it.
- Please book times to meet with your instructor as needed.

### Time Management

- Regular attendance and course work are essential for the successful completion of this course. Be sure to have a time management plan in place, so you schedule regular intervals to work on the course. Think of a full course load as a full-time job—do the math and divide time accordingly. There are deadlines every week, so be sure to keep track of your responsibilities. If you need to miss class, check to see if there are online materials on D2L you can follow, so you can keep up while you're away.

## Tests and Assignments

- Completion of all major assignments is mandatory to successfully complete the course.
- If not otherwise noted, assignments will be due on paper on the instructor's desk before the start of class. If you are ill, you may submit the assignment in the Assignments area on D2L before the posted deadline.
- Assignments handed in late will receive a 2% per day deduction and will not receive written feedback. Assignments will not be accepted one week after the deadline or beyond the class completion date. Once marked assignments have been returned to the class, late ones will no longer be accepted for submission without the approval of the instructor.
- If you need to miss a test or the due date of an assignment, you must inform the instructor before the due date. You will need a counsellor's or doctor's note to be granted permission to write a test at a later date, and it must be written within two weeks of the original test date.
- Please keep a photocopy or electronic copy of all the assignments you submit in case work is lost, damaged or misplaced. Also, save all graded assignments until the completion of the course.
- Assignments must be typed and double-spaced, using a 12pt Times New Roman font and must include the student's name, the title of the assignment, the name of the course, the instructor's name, and the date in the upper left corner of the first page.

### SCHOOL OR DEPARTMENTAL INFORMATION

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#### D2L Materials

Please note that course material is designed for use as part of English 104 at Camosun only and is the property of the instructor and Camosun unless otherwise stated. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course or fall under an exception or limitation in Canadian Copyright law. Copying this material for distribution (e.g. uploading material to a commercial third-party website) can lead to a violation of Copyright law.

#### Use of AI-based Writing Tools

- Students may not use ChatGPT or other AI-based language models to complete assignments or exams unless specifically instructed to do so; to do otherwise is considered plagiarism.
- If the use of ChatGPT or similar AI-based language models is assigned, students must cite their use in their work, following the style guidelines for the course.
- Students are responsible for understanding the limitations and potential biases of ChatGPT and other AI-based language models and for critically evaluating their output.
- The use of ChatGPT or other AI-based language models is not a substitute for participating in class discussions or completing course readings.

- If unauthorized use of AI is suspected, the instructor may require the student to pass an oral and/or written examination on essay content and style.
- Using AI-based tools without explicit permission and using AI-based tools without correct acknowledgement and citations will result in a zero grade as per plagiarism guidelines.
- The instructor reserves the right to modify this policy as necessary.

**Note:** The preceding section was modified for English 104 by Brenda Proctor, and originally generated by ChatGPT from the prompt, “What would be a good syllabus policy regarding the use of ChatGPT (or other AI-based language models) to use for a college-level course?” by Andy Van Schaak (human and organizational development, Vanderbilt University)

**Collected by Derek Bruff in his *Intentional Teaching* newsletter: [derekbruff.org](http://derekbruff.org)**

## 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 <http://camosun.ca/students/>.

Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</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 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](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.