

Category	Assignment	% of Grade	Description
Paragraphs	Practice 2 – 4 @ 150 words	10	Graded exit paragraph written independently
Grammar	Written work	10	Practice based on student needs
Expository Essays	2 @ 500 words	30	Practice with essay development
Business Writing	2	10	Production of a letter and resume
Critical Reading	10 selections	10	Work from <i>Structured Reading</i>
Summary Writing	1 @ 250 words	5	From selected readings
Research Essay	1 @ 500 words	10	Incorporation of outside sources
Exit Essay (Timed)	1 @ 500 words	15	Produce a successful essay

Note: The instructor may assign additional work to assist students to achieve the required learning outcomes.

Students with a record of poor attendance OR poor progress may be restricted from reregistering in Academic and Career Foundations Department courses.

6. Grading System

A+	90 – 100%	B+	77 – 79%	C+	65–69%
A	85 – 89%	B	73 – 76%	C	60–64%
A–	80 – 84%	B–	70 – 72%	D*	50 – 59%
				F	0 – 49%

*Minimum level of achievement for which credit is granted; a course with a 'D' grade cannot be used as a prerequisite.

ACADEMIC CONDUCT POLICY

There is an Academic Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section. www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or the College web site at <http://www.camosun.bc.ca/resources/index.php>

STUDENT CONDUCT POLICY

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section. <http://www.camosun.bc.ca/policies/E-2.5-Student-Conduct.pdf>