CAMOSUN COLLEGE

School of Access
Academic and Career Foundations Department

English 059-S04
Intermediate English/Careers/ Health Care Assistant

Fall 2012

COURSE OUTLINE

The Approved Course Description is available on the College website
http://www.camosun.bc.ca/learn/calendar/index.html

1. Instructor Information

Graham Haig   Office Location: CBA146
Office Hours: T Th 12:20 – 3:20; M W 3:20 - 4:20; Fr. 1:00-3:00
Help Centre Hours: T Th 11:20-12:20
Phone: 250 370 4481   E-mail: haig@camosun.ca

2. Intended Learning Outcomes

Students will achieve the following:
- Read a variety of career-related materials for a variety of purposes, including literal and inferential comprehension, skimming and scanning, summarizing, interpretation and evaluation, research, and study to approximately the grade 11 level.

- Use various skills and strategies to build vocabulary and will be able to understand vocabulary in context to approximately the grade 11 level.

- Revise and edit work to improve content, organization, word choice, phrasing, sentence and paragraph structure, spelling, punctuation and grammar.

- Compose focused, organized, well-supported, types of compositions for a variety of purposes, including expository paragraphs, summaries, reading logs, reflective journals, and emails.

- Learn various student-success skills and strategies, including working collaboratively or independently to establish goals and priorities and managing time to schedule study time and attend classes.

- Participate in group activities and will make a small group presentation or present to an instructor how to perform some sort of process activity.

3. Required Materials

a) *Gage Canadian Dictionary*
b) *Roget's Thesaurus*
c) *Essential Reading Skills* by Kathleen McWhorter
d) Instructor selected reading materials
e) Student selected reading materials

4. Course Content

A focus on reading comprehension, vocabulary development and writing skills prepares students for the Health Care Assistant Program.

5. Schedule

6 in-class hours
4 Help Centre hours, arranged by the student

6. Basis of Student Assessment

Category	Assignment	% of Grade	Description
Paragraphs	1 narrative; 1 process	10	Practice with narrative and process patterns.
Process	Oral Report	10	Give an oral description of a process activity.
Journals	5 Non-fiction Reflective entries	20	Write paragraphs of reflective observations
Glossary	20 – 30 terms	10	Create a career-related glossary.
Email	Email instructor	5	Write an informative or request email.
Business Writing	1 letter; 1 resume	10	Produce a resume &/or cover or business letter
Reading Log	2 week reading log	5	Maintain a 2 week reading log
Note-taking & Summary	200 – 250 words	10	Take notes from a career-related article and write a summary.
Critical Reading	Read textbook and complete 5 chapters	20	Complete exercises in chapters 1, 3, 4, 5,8 in *Essential Reading Skills*

7. 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.

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

8. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

SUPPORT LEADS TO SUCCESS
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://camosun.ca/services/

STUDENT CONDUCT

The purpose of this policy is to provide clear expectations of appropriate academic and non-academic student conduct and to establish processes for resolution of conduct issues or the imposition of sanctions for inappropriate conduct.

http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.1.pdf

STUDENT GRADING POLICY

A new student grading policy is in effect for students in the School of Access. This information is available in the College Calendar, Registrar's Office or the College web site at . . .

http://camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.5.pdf

ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should 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://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf

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<u>NOTES:</u>