



**CAMOSUN COLLEGE**  
*School of Access*  
*Department of English*

*English 130 - 001*  
*English for Careers*  
*Quarter 1/2012*

## **COURSE OUTLINE**

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**Calendar Description:** This access course is for all technologies. It focuses on basic composition and critical reading techniques. Students learn to write paragraphs that they can apply to technical writing formats concisely and grammatically. Students analyze diverse reading material for elements of meaning, significance and style.

*Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

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### **1. Instructor Information**

<b>Instructor</b>	Alena Chercover
<b>Office hours</b>	Wednesday 10:30-11:30 Tuesday/Thursday 12:30-1:30
<b>Location</b>	LACC 119B
<b>Phone</b>	250-370-4436
<b>E-mail</b>	<a href="mailto:ChercoverA@camosun.bc.ca">ChercoverA@camosun.bc.ca</a>

### **2. Intended Learning Outcomes**

#### Writing Formats

- write single and multi-paragraph reports for various purposes and audiences
- select and use report formats purposefully (progress, analysis, incident, field, complaint)

#### Writing Techniques

- write more effectively by employing various stages of the writing process which may include pre-writing, planning, drafting, conferring, revising and editing/ proofreading

#### Writing Structure

- shape content purposefully using the direct writing approach (summary, background, facts, action or results)

### Writing Style

- analyze the informational needs and backgrounds of various audiences and vary style purposefully through manipulating language and vocabulary
- write in a style that exhibits brevity, clarity and plain language

### Writing Integrity

- recognize and correct errors in grammar, spelling and punctuation in own writing and writing of others

### Reading Strategies

- learn to read using four techniques (skimming, scanning, analysis and interpretation)
- recognize and evaluate different rhetorical modes
- quote, paraphrase and summarize correctly with critical understanding of selected readings
- evaluate argument, support, and evidence for validity, reliability, currency, and objectivity
- distinguish between implicit and explicit messages in technical and professional communications

## 3. Required Materials

(a) *Essay Essentials with Readings* (5<sup>th</sup> Edition) Norton and Green

(b) A good dictionary

(c) A binder or folder to store handouts

## 4. Class Information

**Location:** LACC 104

**Times:** Tuesdays and Thursdays 1:30-3:20

## 5. Course Content and Schedule

Outlined below is the **tentative** weekly schedule of topics, readings, and due dates for English 130. Please note that readings with page numbers refer to the course textbook, *Essay Essentials with Readings*, and must be completed prior to the class in which they appear. Other readings may be assigned throughout the course.

## ENGL 130 Tentative Schedule (Quarter 1, 2012)

Date	Tuesday	Thursday	Assignments Due
<b>Week 1</b> Sept. 25 & 27	Topic: Course Introduction	Topic: Planning (Audience, Purpose, Form)  Readings: "Your Audience and You" (9-16) "Sit Down and Shut Up or Don't Sit by Me" (301-303)  <i>Grammar Block 1</i>	Diagnostic (Tues)
<b>Week 2</b> Oct. 2 & 4	Topic: Paragraphs  Readings: "Understanding Paragraph Form and Function" (67-84)  <i>Grammar Block 2</i>	Topic: Paragraphs Cont.  Readings: "The Enemy in The Mirror" (259-260)  <i>Grammar Block 3</i>	
<b>Week 3</b> Oct. 9 & 11	Topic: Rhetorical Modes Part 1  Readings: "Toothpaste" (308-310) "Description" (225-227)  <i>Grammar Block 4</i>	Topic: Reading Strategies Part 1  <i>Grammar Block 5</i>	Paragraph Assignment (Tues)
<b>Week 4</b> Oct. 16 & 18	Topic: Reading Strategies Part 2  Readings: "How to Be a Success" (288-293)  <i>Grammar Block 6</i>	Topic: Style in Technical Writing  <i>Grammar Block 7</i>	
<b>Week 5</b> Oct. 23 & 25	Topic: Style Continued  <i>Grammar Review</i>	Grammar Quiz	Technical Description (Tues)  Grammar Quiz (Thurs)
<b>Week 6</b> Oct. 30	Topic: Memos and Emails	Topics: Rhetorical Modes Part 2 and Incident Reports	

& Nov. 1	<i>Grammar Block 8</i>		
<b>Week 7</b> Nov. 6 & 8	Memo Practice  <i>Grammar Block 9</i>	In-Class Memo Assignment	In-Class Memo (Thurs)
<b>Week 8</b> Nov. 13 & 15	Topic: Writing Summaries  Readings: "The Magic of Moviegoing" (295-298)  <i>Grammar Block 10</i>	Topic: Summaries Continued  <i>Grammar Block 11</i>	
<b>Week 9</b> Nov. 20 & 22	Topic: Reports  Readings: TBA	Topic: Citing, Quoting, and Paraphrasing  Readings: "Labouring the Walmart Way" (317-319) "Embraced by the Needle" (320-322)  <i>Grammar Block 12</i>	Executive Summary (Tues)
<b>Week 10</b> Nov. 27 & 29	Work Period	Topic: Editing  Peer Edit (In-Class)	Peer Edit
<b>Week 11</b> Dec. 4 & 6	Grammar Review	Final Grammar Test	Problem Analysis Report (Thurs)  Final Grammar Test (Thurs)

## 6. Basis of Student Assessment (Weighting)

Assignment	Weight	Due Date
Diagnostic	C/I	Tuesday, Sept. 25
Paragraph Assignment	5%	Tuesday, Oct. 9
Technical Description	10%	Tuesday, Oct. 23
Grammar Quiz	10%	Thursday, Oct. 25
In-Class Memo	10%	Thursday, Nov. 8
Executive Summary	15%	Tuesday, Nov. 22
Peer Edit	5%	Thursday, Nov. 29
Problem Analysis Report	25%	Thursday, Dec. 6
Final Grammar Test	15%	Thursday, Dec. 6
Participation	5%	Ongoing

## 7. Grading System

- Standard Grading System (GPA)  
 Competency Based Grading System

## 8. Attendance, Expectations, Other

- Students are expected to attend all classes. However, if you miss a class, you are responsible for catching up on any missed material and completing missed assignments. If you know you will miss a class, please let me know in advance.
- Students must submit ALL assignments to pass the course.
- Late assignments will lose 5% per day (unless accompanied by appropriate documentation for illness, etc.) up to a week after the due date. Assignments submitted after this date will receive a grade of zero.
- Assignments are due on the due date at the beginning of class.
- Assignments must be submitted in person. Please do not email assignments.
- Please keep a copy of all assignments.
- Assignments due on the last day of the course must be submitted that day.
- If you wish to use a laptop in class for taking notes, you must consult with me first. All other electronic devices must be turned off before the start of class.
- **Plagiarism** means presenting the words or ideas of others as your own. **Plagiarism is a serious academic offence.** All sources of ideas or information that is not primarily your own must be appropriately documented according to appropriate documentation guidelines. The **minimum** penalty for plagiarism is a zero on the relevant assignment. Please see the Student Conduct Policy.
- Please feel free to contact me with questions and concerns about the course or for extra guidance. You can reach me by email ([ChercoverA@camosun.bc.ca](mailto:ChercoverA@camosun.bc.ca)), in person during my office hours, or by scheduled appointment

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

## **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, Student Services or the College web site at <http://www.camosun.bc.ca>

## **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://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.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>

A. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.