

	School of Access Department of English ENGL 142 (001) WINTER 2013 COURSE OUTLINE
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<u>Instructor Information</u> Instructor: Kari Jones E-mail: jonesk@camosun.bc.ca Interurban Office: C119B Office Hours: Tuesdays and Thursdays after class	<u>Class Times & Location</u> Tuesday, CBA 116 & Thursday, Portable A 102 10:30 am—12:20 pm
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Course Description

This course prepares students to write high-quality documents, including summaries, correspondence, reports, and essays, and prepare presentations for professional and academic purposes. Students gain reading, writing, listening, and presentation skills essential to workplace success and occupational situations, plus develop skills essential for reading, writing, informational literacy, as well as critical analysis of texts. Students practice a process-based approach to writing documents, including research, documentation, and editing. They learn how to communicate sensitively with a variety of audiences, and gain experience working as a team.

Course Overview

English 142 will help students prepare for the reading and writing demands of career programs at Camosun College. They will develop knowledge, skills, and strategies relevant to the world of academic, technical, and professional reading, writing, speaking and listening. The course will cover the basics of grammar and style as a foundation for clear and fluent written communication in college and business.

Throughout the course, students will write paragraphs, summaries, emails, business letters, essays and reports to develop their skills both for writing clearly and for organizing information appropriately. Readings throughout the course will include a variety of non-fiction prose for analysis and discussion in addition to sample essays and business documents to be used as models for student writing. Students are expected to participate in group work, projects and presentations.

Materials

Essay Essentials with Readings (5th Edition) Norton and Green

Intended Learning Outcomes

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

1. Use an effective writing process including research, drafting, revising and editing to create audience-focused documents;
2. Read, critically analyze and produce written and/or oral interpretations of texts;
3. Write expository and persuasive documents, such as paragraphs, correspondence, essays, summaries, and research reports;
4. Use structural and cultural conventions and formats appropriate to various communicative documents and situations;
5. Analyze audiences and construct documents appropriate to the intended audience;
6. Use grammar, diction, tone, idiom and sentence structure correctly for both academic and professional purposes;
7. Edit to identify and correct writing errors, as well as improve the organization, transitions, and readability of documents;
8. Demonstrate effective presentation skills and an ability to listen;

9. Demonstrate relationship-building through collaborative teamwork on workplace communication tasks;
10. Determine what research resources are needed, and how to evaluate them for effective use;
11. Incorporate and integrate research through correct use of summary, paraphrase and quotation;
12. Document sources fully and ethically, according to specified bibliographic conventions;
13. Demonstrate self-awareness as an academic and professional writer.

Basis of Student Assessment (Weighting)

TESTS AND ASSIGNMENTS	DUE DATE	ASSIGNMENT VALUE
Introduction Assignment		2%
Business Letter Assignment		8%
Technical Description		10%
New Technology Report (research paper 1 group) <ul style="list-style-type: none"> • Article summary x 2 • In-the-field Presentation 		25%
Business Report (research paper 2) <ul style="list-style-type: none"> • Proposal • Annotated bibliography • Detailed Outline • Presentation • Report write up 		40%
Punctuation and Punctuation		10%
Attendance		5%
TOTAL		100%

Grading System:

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	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

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 E-1.5 at camosun.ca for information on conversion to final grades and for additional information on student record and transcript notations.

<i>Temporary Grade</i>	<i>Description</i>
I	<i>Incomplete: 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.</i>
IP	<i>In progress: A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)</i>
CW	<i>Compulsory Withdrawal: 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.</i>

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 website 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 website 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 and on the Camosun College website in the Policy Section.

<http://camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>

Additional Information:

- All major assignments are mandatory. Students cannot complete the course unless all these assignments are submitted.
- Lates will be marked with a penalty of 5% per day (unless accompanied by appropriate documentation for illness, etc.) up to one week beyond the due date. I normally do not give extensions, but if one is required, come speak to me *before* the due date. Late assignments will be given a grade but no feedback.
- Please keep a copy of all assignments.
- Students are expected to participate in all class activities.
- **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 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 about any concerns or questions you may have about the course. The easiest way to contact me is by email or to see me during my office hours.