



## COURSE OUTLINE - Fall 2013

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

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### 1. Instructor Information

**Instructor:** Brenda Proctor

**Office location:** WSAEC and Lansdowne, P337

**Office Hours:** by appointment

**Class time:** Mon 1-3:50pm, Thurs 12:30 - 3:20 pm

**Phone:** (250) 370-3354

**Email:** proctorb@camosun.bc.ca

### 2. Intended Learning Outcomes

*Students will achieve the following:*

#### Critical and Creative Thinking

- summarize and paraphrase written and verbal resources
- make inferences; distinguish fact from opinion
- create, identify, and modify solutions
- establish viable schedule of work, classes, and study time

#### Reading, Research, and Reference

- identify bias, tone, purpose, audience, and point of view
- identify subject/topic, main and supporting ideas, and logical structure
- use skimming and scanning techniques
- use context clues and word structure analysis to identify meaning
- use dictionary, thesaurus, and other resources to build vocabulary
- use resources: library, encyclopedia, manuals, CD-ROMS, Internet

#### Written Communication

- brainstorm ideas; narrow the topic
- create paragraphs, essays, (research and expository), summaries, resumes, business letters
- revise and edit work to improve word choice, sentence and paragraph structure, spelling, punctuation, and grammar
- produce writing on demand: paragraphs and essays

#### Speaking and Listening Skills

- participate in conversations and group discussions
- provide oral feedback: peer editing, group discussions
- recall and interpret information

### 3. Required Materials

- Bigauskas, R. Thinking and Writing: A Guide to Paragraphs and Essays
- Langan, J & Goldstein J. English Brushup (3<sup>rd</sup> or 4<sup>th</sup> ed.)
- Troyka, L.Q., Thweatt, J.W. Structured Reading (6<sup>th</sup> or 7<sup>th</sup> ed.)
- Dictionary and Thesaurus

#### **4. Course Content:**

Students in ENGL 050 will draft, revise, and edit their writing. Instructors will coach students to help them improve their writing.

#### **5. Basis of Student Assessment**

Weekly Writing Assignment	<p>Every week write something. This assignment is designed to make writing a habit. Although the assignment may be marked-up for the benefit of the student, the grade will be based on handing in the assignment on time.</p> <p>You may write about assignments from the <i>Structured Reading</i> textbook, which require a series of written responses. Full sentences and paragraphs will be required.</p> <p>In order to receive the full 10% on this assignment, the student must hand in 10 of the 14 possible assignments. For each weekly writing less than 10, the student will lose 1%.</p> <p><b><u>Late assignments will not be accepted</u></b></p> <p><b>Length 150-250 words</b></p>	10%
Paragraph Assignment #1 Write about yourself	Write a paragraph explaining what you would like to accomplish in this course, and why. <b>Length ½ to 1 page.</b> <u>This is an in-class assignment and will have no rough draft</u>	10%
Paragraph Assignment #2 Descriptive	Write a paragraph describing something attractive. <b>Length ½ to 1 page.</b> <u>This assignment requires a rough draft that will be read by your instructor.</u>	
Paragraph Assignment #3 Explanatory	Write a paragraph explaining the most important thing a person needs to know or do to do well in school. <b>Length 1 page.</b> <u>This assignment requires a rough draft that will be read by your instructor.</u>	
Paragraph Assignment #4 Exit Paragraph	Choose a topic from a list, provided by your instructor, and then write a paragraph on that topic. <b><u>This is an in-class assignment.</u></b>	
Business Writing Assignment	Compose a cover letter and resume. <b>Length: The cover letter must not be more than 1 page, and the resume must not be more than 2 pages.</b> <u>This assignment requires a rough draft that will be read by a classmate.</u>	10%
Summary Assignment	The student will read an assigned article and compose a summary of the article. <b>Length 250 words.</b> <u>This assignment requires a rough draft that will be read by your instructor.</u>	5%
Essay #1 Expository	This will be a three paragraph essay responding to an assigned reading. <b>Length: 1-2 pages.</b> <u>This assignment requires a rough draft that will be read by your instructor.</u>	15%
Essay #2 Expository	This will be a five paragraph essay on a topic to be agreed upon by the student and the instructor. <b>Length 2-3 pages.</b> <u>This assignment requires a rough draft that will be read by a classmate.</u>	15%
Vocabulary, Spelling, Punctuation, & Grammar	Participate in a variety of vocabulary, punctuation and grammar exercises, including quizzes.	10%
Research Essay	Using at least 3 sources, write a research essay on a topic to be agreed upon by the student and the instructor. <b>Length 500-750 words.</b> <u>This assignment requires a rough</u>	10%

	<u>draft that will be read by your instructor.</u>	
Final In Class Essay	Choose from one of three topics and write an essay in class. <b>Length 300-500 words.</b> <u>This is an in-class assignment and will have no rough draft</u>	15%

## 6. Grading System

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

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

### Class Attendance:

Students are expected to attend all of their scheduled classes. Generally, the amount of attendance + effort = amount of progress in the course.

### Progress:

Students are expected to complete each course within 2 - 4 months. Students having difficulties meeting this goal should explore, with their instructor, additional supports that may be available. Students with a record of poor attendance and progress may not be permitted to re-register in Academic and Career Foundations Department courses.

## 7. Learning Support and Services to Promote Student Success

### Academic Upgrading Help Centre (CBA 109):

All Upgrading students have access and are strongly encouraged to make use of this service.

## LEARNING SUPPORT AND SERVICES FOR ALL STUDENTS

Camosun services are here to help you succeed in and out of the classroom. Our goal is to provide you with the best learning experience possible. This information is available in the Registrar's Office or the College web site at: <http://camosun.ca/services/>

Planning your education, Getting your coursework done, Campus life, Personal support, Work and housing, Getting around Academic Advising, Assessment Testing, Calendar, Camlink: Registration, Class & Personal Info, Continuing Education, Co-op Education, Distance & Distributed Education, Education Funding Tips, Financial Aid & Awards, Forms, Graduation, Lockers, Tuition Fees & Payment, Student ID/Library Cards, Study Abroad, Transfer Credit AudioVisual Services & Equipment, Bookstore, Computer Labs, Help Centres (tutoring in English, ESL, Math), Learning Skills, Library, Photocopying & Printshop, Writing Centre Fitness & Recreation, Cafeterias & Restaurants, Camosun College Student Society, First Nations Student Association, Medical Coverage & Accident Insurance, Nexus Student Newspaper, Student Clubs, Village 900 radio, Wireless networking, Women's Centres Aboriginal Services (Education, Financial & Cultural), Campus Emergencies, Child Care, Counselling (Career, Educational, Personal & Cultural), Dental Clinic, Disability Resource Centre, International Counselling, Ombudsman, Personal Safety, Sexual Health Clinic Career Resource Centre, Housing Registry Online, Student Employment Services, Campuses & Maps, Parking & Transportation, U-Pass Student Bus Pass

## 8. College Policies

## 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

The purpose of this policy is to ensure that grading and promotion are consistent and fair.

<http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf>

## ACADEMIC PROGRESS POLICY

The purpose of this policy is to enhance a learner's likelihood of success and to encourage the learner to use College resources effectively.

<http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>