



**CAMOSUN COLLEGE**  
**School of Access**

**English 142-001**  
**Fall 2013 – M & W 10:30-12:20**

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**COURSE OUTLINE**

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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.

⚡ *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**

(a) Instructor	Diana Lundine
(b) Office hours	Monday 9-10 a.m.
(c) Location	Campus Centre 118
(d) Phone	
(e) E-mail	lundined@camosun.bc.ca

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**2. 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 analyse 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. Analyse 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;  
Edit to identify and correct writing errors, as well as improve the organisation, transitions, and readability of documents;  
Demonstrate effective presentation skills and an ability to listen;
7. Demonstrate relationship-building through collaborative teamwork on workplace communication tasks;  
Determine what research resources are needed, and how to evaluate them for effective use;  
Incorporate and integrate research through correct use of summary, paraphrase and quotation;
8. Document sources fully and ethically, according to specified bibliographic conventions;
9. Demonstrate self-awareness as an academic and professional writer.

### 3. Required Materials

- (a) *Essay Essentials with readings*, 5<sup>th</sup> ed, Norton and Green.

### 4. Course Content and Schedule

I will provide you with a detailed schedule in class within a week.

### 5. Basis of Student Assessment

- (a) Assignments:

In-class writing 4 times @ 5% each	= 20%
Letter	= 10%
Outline for formal report	= 10%
Annotated bibliography	=10%
Presentation	=10%
Formal report	=20%

- (b) Quizzes  
Grammar quizzes 3 times @ 5% =15%
- (c) Attendance and Participation =5%

### 6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

## 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://www.camosun.bc.ca/policies/policies.html>

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

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://www.camosun.bc.ca/policies/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.