



- Locate information using guide words, headings, glossary, table of contents, index, & computer menu
- Use common reference materials such as dictionary, thesaurus, atlas, & search engines

## Writing

- Use a variety of processes for organizing writing: brainstorming, outlining, mapping
- Write expanded coherent paragraphs, including giving opinions with more sophisticated detail & vocabulary
- Write business letters using standard format
- Respond in writing to selected material after reading, listening and discussing
- Summarize a writing sample: short story, article
- Use a variety of simple, compound and complex sentences
- Identify and fix fragments and run-on sentences
- Use subject/verb agreement and consistent verb tense
- Use standard pronoun reference and agreement
- Use commas and apostrophes correctly
- Use a broad range of punctuation including quotation marks and semi-colons
- Edit written work
- Use a dictionary as a spelling tool

## 7. Required and Recommended Materials

- Student and/or instructor selected reading materials and works of literature
- Resources to develop specific reading skills (from the Help Centre)
- *Essential Reading Skills* by Kathleen T. McWhorter (3<sup>rd</sup> or 4<sup>th</sup> ed.)
- *Web link: [http://wps.ablongman.com/long\\_mcwhorter\\_ers\\_3/](http://wps.ablongman.com/long_mcwhorter_ers_3/)*
- *Thinking and Writing: A Guide to Paragraphs and Essays* by Ray Bigauskas (provided)
- A dictionary and a thesaurus

## 4. Course Content

This course focuses on developing critical thinking skills to assess a range of readings. Students write and edit expository paragraphs using a variety of punctuation and grammatical structures. Students explore lifelong learning practices: goal setting, problem solving and internet searching.

## 5. Schedule

6 in-class hours (2x 2 hr, 50 min classes)

4 Help Centre hours (arranged by the student)

## 6. Basis of Student Assessment

Students will build a portfolio of their work to be used as an evaluative tool in the assessment of their progress in the course.

Portfolio Activity	#	Description
Write about yourself	1	Choose your own topic.
Reading log	10 entries	Record daily reading selections with comments.
Newspaper & Magazine Articles	2 - 6	Read & respond in writing to newspaper & magazine articles.
Literature	2 - 4	Read & share your written responses to works of literature.
Auto/Biographies	1 - 2	Read & respond in writing &/or discussion to autobiographies and biographies.
Paragraphs	4	Write descriptive, narrative and expository paragraphs,
Letter	1	Write a business letter.
Specific reading skill development	3 chapters	Develop active reading, build vocabulary using context clues and locate main ideas from <i>Essential Reading Skills</i> . Discuss this assignment with your instructor.
Grammar Pack	as needed	Discuss this assignment with your instructor.
Standardized test(s)	1 or more	Achieve a grade level of 10.0 in vocabulary and comprehension.

## 7. Grading System

Competency based grading system

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

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

### ACADEMIC UPGRADING HELP CENTRE (CBA 109)

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

### LEARNING SUPPORT AND SERVICES FOR ALL STUDENTS

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

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/>

## 9. 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>