C A M O S U N
C O L L E G E

School of Access
Academic and Career Foundations Department

English 057 S05
Intermediate English/Careers/ Professional Cook

Fall 2014
COURSE OUTLINE

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

1. Instructor Information

Graham Haig   Office Location: CBA146
Office Hours: T Th   3:20 - 4:20;   Fr. 12: 30 -4:30
 Help Centre Hours: T Th 11:50 - 12:30
Phone: 250 370 4481   E-mail: haig@camosun.ca

2. Intended Learning Outcomes

Students will achieve the following:

- Read a variety of materials for a variety of purposes: including literal and inferential comprehension; skimming and scanning; summarizing; interpretation and evaluation; research and study to approximately the grade 10 level for Culinary Arts.

- Use various skills and strategies to build vocabulary and be able to understand vocabulary in context to approximately the grade 10 level for Culinary Arts.

- Revise and edit work to improve content, organization, word choice, phrasing, sentence and paragraph structure, spelling, punctuation, and grammar.

- Compose focused, organized, well-supported types of compositions for a variety of purposes, including expository paragraphs, summary, cover letter, business letter, resume, and research report.

- Learn various student-success strategies, including note-taking.

- Learn strategies to distinguish distracters from answers on multiple-choice tests.

- Orally describe to a small group or an instructor how to perform some type of process activity.

3. Required Materials

a) *Gage Canadian Dictionary*
b) *Roget's Thesaurus*
c) *Essential Reading Skills*, third edition by Kathleen McWhorter
d) Instructor selected reading materials
e) Student selected reading materials

4. Course Content

A focus on reading comprehension, vocabulary development and writing skills prepares students for the Culinary Arts.

5. Schedule

6 in-class hours:
  daytime   (3 x 1hr, 50 min. classes);
  evening   (2x 2 hr, 50 min classes)
4 Help Centre hours, arranged by the student

6. Basis of Student Assessment

Category	Assignment	% of Grade	Description
Paragraphs	3 practice; 1 timed	10	Practice with a variety of writing patterns.
Business Writing	1 letter; 1 resume	10	Produce a resume, cover &/or business letter.
Glossary	20 – 30 terms	10	Create a career-related glossary.
Process	Oral Report	10	Give an oral description of a cooking process.
Menu	Complete meal menu	10	Design a menu for a workplace setting.
Note-taking & Summary	200 – 250 Words	10	Take notes from a career-related article & write a summary.
Critical Reading	Read textbook and complete 5 chapters.	20	Complete chapters 1, 3, 4, 5, 8 in *Essential Reading Skills.*
Research Report	Use sources and organize ideas	20	Research and write a career-related report.

7. Grading System

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

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

Students with a record of poor attendance, OR poor progress may be restricted from re-registering in Academic and Career Foundations Department courses.

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

LEARNING SUPPORT AND SERVICES FOR STUDENTS

Support leads to success
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 web site at

http://camosun.ca/services/

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

A new student grading policy is in effect for students in the School of Access. This information is available in the College Calendar, Registrar's Office or the College web site at

http://camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.5.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