



CAMOSUN COLLEGE
School of Access
Department of English

Preparatory English Writing: English 103
Section 3
Fall 2014

COURSE OUTLINE

Calendar Description: This course prepares students for the demands of post-secondary academic writing courses through reading, writing and research. It includes instruction and practice in critical writing, reading and thinking; planning, writing, and revision of paragraphs/essays; clarity and coherency of written ideas. Students will learn correct grammatical usage and information/media literacy skills.

Ω 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.

1. Instructor Information:

Instructor: Max Olesen

Office: Paul 339

Phone: 250-370-3358

Email: olesenm@camosun.bc.ca (This is the best way to contact me)

Office Hours: Tuesdays & Thursdays 2:30 pm – 4:30 pm, or by appointment

2. Intended Learning Outcomes:

1. Reading, Informational Literary and Research Skills

Students will:

- a) Use critical thinking skills to evaluate readings and essays for content, quality and logical development;
- b) Use a variety of sources, which may include personal knowledge, interview, print, and web-based media to support their writing;
- c) Use various kinds of evidence, such as statistics, quotations, and anecdotes;
- d) Recognize the difference between opinions, generalizations and facts;
- e) Summarize, make inferences, draw conclusions and evaluate reading material critically;
- f) Integrate source material smoothly, using appropriate signal phrases and punctuation;
- g) Cite and document quotations, paraphrases and summaries, following MLA conventions.

2. Writing Skills:

Students will:

- a) Learn the elements of well-written paragraphs (topic sentences, details, evidence, examples, transitions);
- b) Organize and develop outlines for essays;
- c) Learn and use correct punctuation, grammar and sentence structure;
- d) Identify purpose and audience, and choose suitable rhetorical styles and language;
- e) Construct a workable thesis for an essay;
- f) Practice the process of composition, including brainstorming, drafting, editing and proofreading.

3. Oral Communication Skills:

Students will:

- a) Present material using language effectively and appropriately in both formal and informal situations;
- b) Select and use effective visual and/or auditory presentation aids;
- c) Give and respond to feedback respectfully and appropriately;
- d) Collaborate with others in completing tasks;
- e) Recognize and respect diversity and individual differences.

4. Media Literacy:

Students will:

- a) Critically compare treatments of a theme, topic and content from a variety of media and/or sources;
- b) Recognize the importance of media literacy and exhibit a critical awareness of media messages.

5. Computer Literacy:

Students will:

- a) Use word processing software effectively in the production of written assignments;
- b) Use information from a variety of applications in the production and presentation of assignments (e.g. Internet websites, *PowerPoint* presentations, *Word* documents, video);
- c) Communicate effectively using e-mail.

3. Required Materials:

Text (Required): Patterns for a Purpose: A Rhetorical Reader, Canadian Edition, Barbara Fine Clouse & Kathleen Wall

4. Course Hours/Location:

Tuesdays & Thursdays, 1:00 pm – 2:20 pm, Fisher Building Room 212

5. Basis of Student Assessment (Weighting):

Assignment/Grading Item	Percentage of Final Grade
Critical Reading Assignments	20
Grammar Tests	20
Midterm Writing Test	10
Annotated Bibliography	10
Research Paper	15
Peer Edit	3
Oral Presentation	5
Final Essay (in-class)	10
Participation	7

***Note:** All work must be completed for a successful completion of the course. Missing assignments will negatively impact your overall grade. Students with documented medical/compassionate issues will be dealt with on a case-by-case basis. Participation includes attendance, preparation and active, respectful involvement in classes.

6. Grading System:

Standard Grading System (GPA)

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

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://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, 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>

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

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

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

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://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/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.

Use of Recording Devices in Classrooms:

The lectures and materials delivered or provided in this course are subject to copyright owned by Max Olesen. It is prohibited to record or copy by any means, in any format, in whole or in part, in the absence of express written permission from the instructor, any of the lectures or materials provided or published in any form during or from this course.

Classroom Rules:

- Please do not be late for class, as it is disruptive.
- Cell phones or other personal electronic devices (iPods, etc) are not allowed in the classroom. Let's try to be fully present for the 80 minutes of the class. Students texting/checking messages/listening to music/etc. may be asked to leave, and will lose marks for Participation. If the Participation mark has been reduced to zero, marks may be deducted from the next graded assignment.
- Come prepared. Read the assigned chapters before class. You will have to spend time reading and reviewing the textbook and lecture notes outside of class.
- Personal computers are not permitted, except for documented medical reasons.
- Please respect the ideas and opinions of others, and we will respect yours.

Attendance:

- * Regular attendance is necessary for success in this course.

Assignment Submission and Format:

- All out-of-class assignments must be typed (double-spaced, using a reasonable font with one-inch margins). Hand-written papers or single-spaced papers will not be accepted, unless I have given you specific dispensation. Do not use title pages and please staple pages together. E-mailed assignments are not accepted.
- Late assignments will lose 5 marks out of 100 per day of lateness, including weekends. For example, if an essay receives an "A-" (80/100) but is handed in 2 days late, the grade will become "B-" (70/100).
- Assignments must be handed in by 5:00 pm on the due date, or the late penalty will be applied.

(Printing problems are not an excuse.)

- If I am not at my office, assignments dropped off at my office must be signed & dated/timed by another faculty member in the Paul Building before being slid under my office door (Paul 339).
- Please ensure all your assignments are stapled together.
- If you will be missing an in-class assignment or test, you must inform your instructor **BEFORE** the class. You will need a doctor's note in order to be granted permission to write a test at a later date, or to hand in an assignment late without penalty. Without medical documentation, you will receive a zero on tests you miss, and late marks will be deducted on assignments.
- Medical notes must be from a licensed medical doctor. A note from a professional counselor (psychologist, psychiatrist, Camosun counselor) is also acceptable. I do not need to know the details of your issues; I just need documentation if you miss a test/assignment.
- It is your responsibility to catch up on work missed due to an absence.

Plagiarism:

- In all assignments, students are expected to do their own writing. You are encouraged to get feedback on your writing from the English Help Centre (Ewing 202). However, copying another person's writing without acknowledgement, or having someone else write all or part of your composition is plagiarism and will incur any or all of the penalties as stated in the college calendar. (Editors should only offer advice or suggestions on how to improve your writing; they may not correct your work.)
- Any student found to have cheated on any assignment will automatically receive a mark of "0" on that assignment.
- Subsequent instances of plagiarism may incur more severe penalties, as outlined in the College calendar. Instructors may report instances of plagiarism, and this information could become part of a student's permanent college record. Students could also be removed from a course, or from the college.

Contacting Your Instructor:

- You are encouraged to come to my office during posted office hours. Please make an appointment for other times.
- In person is usually better than email. I will respond to all emails, but depending on the volume of email I get, the response might take a while. I am unlikely to respond to emails in the evening or the weekend.
- Please use email for short and simple questions. I will not comment on drafts of your assignments over email, or review an entire lesson that you have missed.

Tentative Course Schedule:

(This schedule is subject to change according to the needs of our class.)

Dates	Topic/Readings	Graded Work
Week One September 2 & 4	Course Introduction; Grammar Diagnostic; <u>Chapter 1: Reading Critically</u>	
Week Two September 9 & 11	<u>Chapter 2: Essay Planning & Patterns of Development</u> Grammar: subjects, nouns & predicates	
Week Three September 16 & 18	<u>Chapter 3: Writing & Rewriting</u> Grammar: verbs, objects & prepositions	Sept. 18: Critical Reading Assignment #1
Week Four September 23 & 25	<u>Chapter 4: Description;</u> <u>Chapter 5: Narration;</u> Grammar: conjunctions	Sept. 25: Grammar Test #1
Week Five September 30 & October 2	<u>Chapter 14: Sources & Documentation;</u> <u>Chapter 6: Exemplification</u> Grammar: fragments	Oct. 2: Critical Reading Assignment #2
Week Six October 7 & 9	<u>Chapter 7: Definition</u> <u>Chapter 8: Process Analysis;</u> Grammar: modifiers	Oct. 7: Grammar Test #2
Week Seven October 14 & 16	<u>Chapter 9: Comparison & Contrast</u> Grammar: run-on sentences; effective sentences Library Research Skills (in Library)	Oct. 16: Midterm Writing Test
Week Eight October 21 & 23	<u>Chapter 10: Cause & Effect Analysis</u> <u>Chapter 11: Classification & Division</u> Grammar: pronouns	Oct. 23: Annotated Bibliography Assignment due
Week Nine October 28 & 30	<u>Chapter 12: Argument & Persuasion</u> Research Essay Workshop	Oct. 30: Grammar Test #3
Week Ten November 4 & 6	<u>Chapter 12: Argument & Persuasion, cont'd</u> <u>Chapter 13: Combining Patterns of Development</u> Grammar: semi-colons, colons & apostrophes	Nov. 6: Critical Reading Assignment #3
Week Eleven November 11 & 13 <i>The 11th is Remembrance Day – College closed for the day.</i>	Review of Chapters 1 - 14 Research Essay Workshop #2	Nov. 13: Grammar Test #4
Week Twelve November 18 & 20	Preparation for Oral Presentations; Oral Presentation of Research	Nov. 18: Critical Reading Assignment; Nov. 20: Peer Edit of Research Essays
Week Thirteen November 25 & 27	Oral Presentation of Research	Nov. 25 & 27: Oral Presentations; Nov 27: Research Essay Assignment Due
Week Fourteen December 2 & 4	Presentation of Research; Final Essay Test	Dec. 4: In-Class Essay