School of Access: Academic and Career Foundations Department

ENGL 057: *Intermediate English/Careers/Professional Cook*

Spring 2015, S02 & S03   **Course Outline**

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

1. Instructor Information

Instructor: Pam Johnson   Office Location: CBA 148

Phone: 250-370-3850   Email: johnsonp@camosun.bc.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 and Recommended Materials

1. *Gage Canadian Dictionary*
2. *Roget's Thesaurus*
3. *Essential Reading Skills*, 3rd or 4th edition by Kathleen McWhorter
4. Instructor selected reading materials
5. 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 (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 Presentation	10	Give an oral description of a cooking process
Menu	Complete meal menu	10	Design a menu for a workplace setting
Note-taking & Summary Writing	200-250 Words	10	From selected readings
Critical Reading	Read textbook and complete 5 chapters	20	Work from *Essential Reading Skills:* Chapters 1, 3, 4, 5 & 8 (3rd ed.) Chapters 1, 2, 3 & 4 (4th ed.)
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.

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 access and are **strongly encouraged** to make use of this service.

LEARNING SUPPORT AND SERVICES FOR AII 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