

- choose words appropriate to style and audience
- use transitions to connect main and supporting points
- vary sentences

D. Speaking and Listening Skills

- speak, adjusting for audience, purpose, and situation, to inform, persuade, and interact in formal and informal situations
- give and respond to feedback during oral presentations
- collaborate and consult with others in completing communications tasks
- explain the value and limitations of collaborative work

3. Required Materials

(a) Texts

- *Essay Essentials*, 6th Edition

Other handouts will be provided by the instructor as necessary.

(b) Other

- USB Memory Stick (Save your assignments!)

4. Course Content and Schedule

*****THIS SCHEDULE IS PROVISIONAL AND SUBJECT TO CHANGE*****

Date	Topics and Activities	Assignments Due	Readings Due
Monday, May 4 th	<ul style="list-style-type: none"> • Grammar Block 1 	<ul style="list-style-type: none"> • Grammar Diagnostic • Introductory Letter 	
Wednesday, May 6 th	<ul style="list-style-type: none"> • Audience • Reading Strategies • Critical Thinking • Grammar Block 2 	<ul style="list-style-type: none"> • Journal Entry 1 	Malcolm Gladwell, "How to Be a Success" p. 285-88
Monday, May 11 th	<ul style="list-style-type: none"> • Methods of Development • Grammar Block 3 	<ul style="list-style-type: none"> • Grammar Sheet 1 (5%) 	Methods of development (handout)
Wednesday, May 13 th	<ul style="list-style-type: none"> • Organizing and Preparing • Developing and Outlining • Grammar Block 4 	<ul style="list-style-type: none"> • Journal Entry 2 • In-Class Writing Assignment 1 (15%) 	Gabor Mate, "Embraced by the Needle" 298-300
<i>Monday, May 18th No Class – Victoria Day!</i>			
Wednesday, May 20 th	<ul style="list-style-type: none"> • Paragraphs • Summaries • Grammar Block 5 	<ul style="list-style-type: none"> • Journal Entry 3 	Sara R. Howerth, "The Gas-Electric Hybrid Demystified" 291-92
Monday, May 25 th	<ul style="list-style-type: none"> • Summarizing, Paraphrasing, and Quoting • Grammar Block 6 	<ul style="list-style-type: none"> • Grammar Sheet 2 (5%) 	

Wednesday, May 27th	<ul style="list-style-type: none"> • Research Papers • Research Skills • MLA Style • Grammar Block 7 	<ul style="list-style-type: none"> • Journal Entry 4 • Research Topic • In-Class Writing Assignment 2 (15%) 	Victor Chen, "Justice and Journalism" 291-92
Monday, June 1st	<ul style="list-style-type: none"> • Writing Styles • Grammar Block 8 	<ul style="list-style-type: none"> • Grammar Sheet 3 (5%) • Research Proposal (5%) 	<i>TBD</i>
Wednesday, June 3rd	<ul style="list-style-type: none"> • Thesis Statements • Grammar Block 9 • Work Block 	<ul style="list-style-type: none"> • Journal Entry 5 	Scott Adams, "The Heady Thrill of Having Nothing to Do" 319-320
Monday, June 8th	<ul style="list-style-type: none"> • Grammar Game • Introductions/Conclusions 	<ul style="list-style-type: none"> • Grammar Sheet 4 (5%) 	
Wednesday, June 10th	<ul style="list-style-type: none"> • Grammar And Usage Review • Unity, Coherence, and Tone • Choosing the Right Words • Work Block 	<ul style="list-style-type: none"> • Grammar and Usage Review (15%) 	Annie Murphy Paul, "Your Brain on Fiction" 321-22
Monday, June 15th	<ul style="list-style-type: none"> • Presentation Skills • Revision • Research Paper Peer Edit • Work Block 		
Wednesday, June 17th	<ul style="list-style-type: none"> • Research Paper Presentations 	<ul style="list-style-type: none"> • Research Paper (20%) • Presentation (5%) 	

5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

Assignment	Weight	Due Date
Introductory Letter	Complete/ Incomplete	May 4 th in class
Grammar Diagnostic	Complete/ Incomplete	May 4 th in class
Journal Entries	5% (total of 5)	Wednesdays
Grammar and Usage Worksheets	20% (total of 4)	Mondays (in class)
In-class Writing Assignment 1	15%	May 13 th (in class)
In-class Writing Assignment 2	15%	May 25 th (in class)
Research Proposal	5%	June 1 st
Grammar and Usage Review	15%	June 10 th
Peer Edit	Complete/ Incomplete	June 15 th
Research Paper	20%	Final day
Research Paper Presentation	5%	Final day

6. Grading System

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

Standard Grading System (GPA)

Competency Based Grading System

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://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

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://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.