

## COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

**Calendar Description:** English 092 provides practice and instruction in critical reading and in planning, writing, and revising paragraphs and essays. The course prepares students for college writing. English 092, combined with English 094, is equivalent to Provincial English 12.

### 1. Instructor Information

(a)	Instructor:	Neil Stubbs		
(b)	Office Hours:	Monday to Thursday 10 a.m. – 12 noon		
(c)	Location:	Paul 320		
(d)	Phone:	250-370-3348		
(e)	Email:	StubbsN@camosun.bc.ca		

### 2. Intended Learning Outcomes

Upon completion of this course the student will be able to demonstrate the following skills:

#### 1. Critical and Creative Thinking:

Students will be able to

- a) evaluate argument for validity, reliability, currency, and objectivity,
- b) analyze diction in a variety of non-fiction texts,
- c) analyze and explain the organizational methods used to develop a topic or argument,
- d) articulate the connections between purpose, audience, and style.

#### 2. Reading and Reference:

Students will be able to

- a) access and use the resources of libraries, the Internet, and other electronic media, including CD-Rom files, to gather information for research,
- b) cite and document sources where necessary, using MLA conventions.

#### 3. Written Communication:

Students will be able to

- a) plan and write a variety of types of paragraphs and essays,
- b) integrate research material into a research paper or report using MLA conventions,
- c) edit work written for content, structure, grammar, punctuation, and usage,
- d) choose words appropriate to style and audience,
- e) use transitions to connect main and supporting points,
- f) vary sentences.

#### 4. Speaking and Listening Skills:

Students will be able to

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

### Required Materials

- (a) Norton, Sarah, Brian Green, and Rhonda Dynes. *Essay Essentials*. (6<sup>th</sup> Ed.) Toronto: Nelson, 2015.
- (b) Other: A good, compact English dictionary will be useful to bring to this class.

### 3. Basis of Student Assessment (Weighting)

Required assignment type	Value
Short Essay #1	10%
Paragraph and Summary (5% each)	10%
Annotated Bibliography	5%
Oral Report on Research Topic	5%
Short Essay #2 (In-Class)	15%
Summary of Persuasive Essay (In-Class)	10%
Research paper (1000 words min.)	20%
Final Test: Grammar, Reading Comprehension, Course Coverage	10%
Grammar/Punctuation Quizzes	10%
Participation/Attendance	5%

All assignments **must be handed in to the instructor IN CLASS on the due date**. Any work that is handed in **AFTER** the end of class on the due date will be considered late. Without an acceptable excuse (such as documented medical circumstances), late assignments will receive a **5% deduction per day, including weekends**. This policy is meant to allow for an orderly flow of assignments and to respect those students who submit their work on schedule. Please note that the instructor takes no responsibility for work that is slipped under his office door.

With the exception of the arrangements mentioned above (that is, documented medical circumstances), late work will **NOT** be accepted after marked assignments have been returned to the class. Quizzes and in-class work may **NOT** be “made up” at a later time, unless a student can submit official documentation of an emergency or serious illness to the Registrar.

### 4. Grading System: Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+	Exceptional (A+), outstanding (A), and excellent (A-) performance. Normally achieved by a minority of students, these grades indicate a student who is self-initiating, exceeds expectations, and has an insightful grasp of the subject matter.	9
85-89	A		8
80-84	A-		7
77-79	B+	Very good (B+), good (B), and solid (B-) performance. Normally achieved by the largest number of students, these grades indicate a good grasp of the subject matter or an excellent grasp in one area balanced with a satisfactory grasp in the other area(s).	6
73-76	B		5
70-72	B-		4
65-69	C+	Satisfactory (C+) or minimally satisfactory (C) performance. These grades indicate a satisfactory (only) performance and knowledge of the subject matter.	3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

## 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 E-1.5 at [camosun.ca](http://camosun.ca) 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, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. ( <i>For these courses a final grade will be assigned to either the 3<sup>rd</sup> course attempt or at the point of course completion.</i> )
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.

## 5. 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, at Student Services, or the College web site at [camosun.ca](http://camosun.ca).

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

## 6. Course Content and Schedule

The instructor reserves the right to make changes to this reading list or to the due dates. Students will be given advance notice IN CLASS of any changes to the content or the schedule. NOTE: Grammar and Punctuation Quizzes (totaling 10% of the final grade) will be assigned unannounced at random intervals. **Therefore, regular attendance is in every student's best interest!**

Monday, May 2: Introduction  
Subject, Audience, Purpose  
Modes of Expression  
Diagnostic Exercise (In-class Writing; no mark given)

Wednesday, May 4: Research Topics Assigned: Final Research Paper Due Wednesday, June 15  
Essay and Paragraph Format  
Introduction to Grammar  
Paragraphs Assigned: Due Monday, May 9

Monday, May 9: **Paragraph Assignment Due (5%)**  
Library Orientation (tentative)  
Writing a Summary  
"Justice and Journalism" (293-294)  
Sentence Structure  
Summary #1 Assigned: Due Wednesday, May 11  
Annotated Bibliography Assigned: Due Wednesday, May 25

- Wednesday, May 11: **Summary Due (5%)**  
**Deadline to choose research essay topic**  
**(-10% from research paper if not done)**  
 Comparison and Contrast  
 Readings: “The Canadian Climate” (189) and “Shopping Around” (191)  
 Sentence Fragments and Run-On (Fused) Sentences  
 Short Essay #1 Assigned: Due Wednesday, May 18
- Monday, May 16: Division and Classification  
 Readings: “On the Job Training” (176) and “The Magic of Moviegoing” (289)  
 Punctuation and Comma Usage
- Wednesday, May 18: **Short Essay #1 Due (10%)**  
 Cause and Effect  
 Reading: “The Slender Trap” (171)  
 Colon and Semi-Colon
- Monday, May 23: NO CLASS (College Closed for Victoria Day Holiday)
- Wednesday, May 25: **Annotated Bibliography of 5 sources (5%) due in class**  
**(-25% from research paper if not done)**  
 Process Analysis  
 Readings: “How to Play Winning Tennis” (168)  
 and “How to Be a Success” (285)  
 Subject-Verb Agreement
- Monday, May 30: **Short Essay #2, Written In-Class (15%)**  
 Subject-Verb Agreement
- Wednesday, June 1: **Class Presentations and Introductory Paragraph of Research Topic (5%)**  
**(0% on Research Paper if not done)**  
 Persuasion  
 Reading: “No Sweat?” (301)  
 Pronoun-Antecedent Agreement
- Monday, June 6: **Class Presentations and Introductory Paragraph of Research Topic (5%)**  
**(0% on Research Paper if not done)**  
 Persuasion  
 Readings:  
 “Online Freedom Will Depend on Deeper Forms of Web Literacy” (317) and  
 “Is Creativity Sexy? The Evolutionary Advantages of Artistic Thinking” (315)
- Wednesday, June 8: **Class Presentations and Introductory Paragraph of Research Topic (5%)**  
**(0% on Research Paper if not done)**  
**In-Class Summary of Persuasive Essay (10%)**
- Monday, June 13: Incorporating Sources  
 Citation and Bibliography
- Wednesday, June 15: **Research paper due (20%)**  
**Final Test: Grammar, Reading Comprehension,**  
**and Course Coverage (10%)**

## Decorum

Students and instructors at Camosun College have a right to work in an environment that is free from harassment and intimidation. Disrespectful conduct and improper behaviour will not be tolerated.

Please refrain from using any electronic devices (such as cellphones or texting devices) to send or receive text messages during class. The use of lap-top computers is only permitted to students who have provided documentation of medical circumstances and/or who have supplied a documented request for accommodation through the Disability Resource Centre. **Any use of electronic devices (without a documented medical cause or Letter of Accommodation) during class time will result in a mark of 0% on the Participation Grade.** Unpermitted use of electronic devices during an exam or in-class assignment constitutes a breach of the Student Conduct Policy and will result in a grade of 0% on the assignment.

Similarly, all discussion between individuals in the classroom should be directed towards relevant material. Students should not distract others and interrupt lectures with “table talk” (that is, conversations about personal matters that have no relevance to classroom discussion.) Students who need to sleep or to eat large meals are advised not to use the classroom for such purposes. Professional behaviour is a key expectation in this course: students who continually engage in inappropriate behaviour will be asked to leave the classroom.

## Professional Responsibility

Overall, it is expected that students will demonstrate a professional sense of responsibility concerning their work and their personal conduct at the college. Students are generally expected to hold themselves responsible for submitting work according to deadlines and format requirements, and for successfully completing the requirements of this course. To that end, they are also responsible for ensuring that they attend lectures and do **all** the assigned readings.

Students are also responsible for keeping themselves informed about what is happening in class. The instructor is available during scheduled office hours, if you have questions or concerns regarding the course. However, he is **not available** outside of office hours (unless an appointment has been agreed upon beforehand), and he **will not** be in his office during weekends. Any phone messages or e-mail messages left for him during the weekend will not be received until the next business day.

Students should only communicate with the instructor via e-mail for serious matters. Please do not send copies of papers in progress, or inquire about grades or missed lecture material via e-mail. E-mail may be used to inform the instructor of an upcoming absence, but the e-mail message itself **DOES NOT** constitute official documentation of the absence.

Students are responsible for the grades they receive during this course. Grades are determined by the work that each student submits, and by each student’s performance in the course. It is not considered professional for a student to inform an instructor of the grade that he or she “needs” or “expects” from any course. The instructor is willing to work with individual students to improve their writing skills, if such requests for assistance are made well in advance of an assignment’s due date. However, instructors can make no guarantee that students will get the grades that they want. **Therefore, please be advised that grades are NOT negotiable.**

Students are also responsible for taking notes in class. This skill is a necessity in the post-secondary classroom, and business professionals greatly value any employee who is able to listen carefully and to record information accurately. For this reason (and since much classroom discussion is generated spontaneously, rather than from a script), **the instructor refrains from publishing lecture notes or from making them available as photocopies or as e-mailed slides.** Students who are absent from a class should make their own arrangements to receive the missing material from a trusted colleague. **Please avoid asking the instructor for copies of his notes or slides.**

## Assignment Format

Take-home assignments must be submitted as word-processed documents. Please format your assignments as MS Word documents.

**Paper copies of assignments must be handed in to the instructor AT THE BEGINNING OF CLASS on the day they are due.** (Please do not ask the instructor to print a copy of your work for you.)

**Students must also submit ELECTRONIC COPIES of the major assignments AS E-MAIL ATTACHMENTS before class on the due date for each respective assignment.** Paper copies that are submitted without an accompanying electronic copy will **NOT** be marked. Electronic copies that are sent without an accompanying paper copy will **NOT BE ACCEPTED** as submitted assignments, unless the instructor has given permission to the student to do so.

Assignments must be **type-written** and **double-spaced**, using a **12-point** font. (Times New Roman is recommended for clarity and legibility.) All assignments submitted to the instructor should be bound together with a staple attached to the upper-left corner. Please do not use vinyl folders or binders for your submitted work.

Hand-written work is **ONLY** acceptable for in-class assignments, quizzes, and exams.

Each page of a major written assignment must be formatted according to the following specifications: 12-point font; 1 inch margins at the top, bottom, and right-hand side of the page; 1.5 inch margin on the left. Each page will require a page number in the top right-hand corner. If this format is followed correctly, each page should contain 250-300 words.

Correct spelling, grammar, punctuation, and sentence structure are essential elements of clear communication. Students are encouraged to proof-read their work for errors, and to avoid submitting work that appears shoddy, careless, or unprofessional (such as the result of a “last-minute” effort). Either Canadian/British or American spelling is acceptable for written assignments, but whatever form is chosen should be used consistently.

Students are advised to retain a copy of their work until after the original assignment has been graded and returned. The instructor will not accept responsibility for work that is lost or goes missing. Students should also retain all assignments until after they receive their final marks.