



**School of Access
Department of English**

**English 092-004
Provincial English Composition
Fall, 2016**

COURSE OUTLINE

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.

Instructor Information:

**Instructor: Jane Dillon-Davis
Class Dates: Sept. 6, 2016-Dec. 10, 2016
Class Times: Tu. 6:00-8:50pm
Class Location: F214
Office Hours: Mon. and Wed. 4:00-5:00pm, Tu. 5:00-5:45pm, or by appointment
Office Location: Paul 339
E-mail: dillondavisj@camosun.bc.ca**

Learning Outcomes:

Upon successful completion of this course a student will be able to

1. Critical and Creative Thinking.
 - a) evaluate argument for validity, reliability, currency, and objectivity
 - b) articulate the connections between purpose, audience, and style
 - c) analyze diction in a variety of non-fiction texts
 - d) analyze and explain the organizational methods used to develop a topic or an argument
 - e) recognize elements of clear communication
 - f) demonstrate organizational thought processes to solve problems
 - g) demonstrate an awareness of how communication formats influence language choices and usage

- h) record, organize and store information read, heard or viewed
- i) support a position by citing specific details from what has been read, heard or viewed
- j) explore diverse perspectives to develop or modify one's point of view
- k) assess one's own knowledge and use of language
- l) assess information for completeness, accuracy, currency, relevance, balance or perspectives and bias
- m) analyze different presentations of the same information to reconsider positions
- n) assess ways in which language reflects and influences values and behavior

2. Reading and Reference

- a) cite and document sources where necessary, following MLA conventions
- b) evaluate the effectiveness of one's own and others' written material using criteria that include the following: plain language, coherence and organization, consistency in the application of usage conventions; relevance to argument of supporting evidence and examples; appropriateness of intended purpose and audience; attention to detail
- c) summarize, make inferences, draw conclusions and critically evaluate
- d) paraphrase main ideas in written material
- e) distinguish between implicit and explicit messages
- f) apply prior knowledge and experience to assist understanding of new material
- g) use a variety of strategies and sources to gather and evaluate information, including print sources, library resources and the Internet
- h) interpret details and draw conclusions from information presented in a variety of print and graphic formats, including electronic formats
- i) gather, evaluate, synthesize, and organize information into a research paper or report of approximately 1500 words using an appropriate documentation style (e.g. APA, MLA or Chicago)

3. Written Communication

- 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) gather information and organize it into functional writing assignments
- d) edit own work fully for coherence and accuracy
- e) monitor spelling, grammar, mechanics and syntax using appropriate techniques and resources as required, including electronic technology
- f) write effectively, adjusting for audience, purpose and situation to inform, persuade, and interact in formal and informal situations
- g) organize information and ideas to clarify thinking and achieve desired effect
- h) understand and avoid plagiarism
- i) produce writing on demand (e.g. essays, exams)

4. Speaking and Listening Skills

- 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
- e) use effective presentation aids to enhance communications

Text: *Essay Essentials* (6th edition) Norton, Green and Dynes

***Please bring text to all classes.**

Dictionary

Assignments and Evaluation:

Assignment	Weighting
Descriptive Paragraphs	5%
Summary #1	5%
Summary #2	5%
Summary #3	10%
Essay #1	10%
In-Class Essay #2	15%
Grammar Quizzes	10%
Group	5%
Final Test	15%
RESEARCH ESSAY	20%
TOTAL	100%

General Information:

- All major assignments are mandatory. Students cannot complete the course unless all major assignments (worth 10% or more) are submitted.
- One late assignment is permitted without penalty (maximum extension one week). This includes all in-class and take-home assignments worth 10% or over. Otherwise, unexcused late assignments will be marked with a penalty of 10% (up to one week following the due date and at the instructor's discretion).
- There are no make-up grammar quizzes. Students who miss a test have the option of coming into the office (Paul 339) prior to the subsequent class to write the missed test. Otherwise, a missed test will be recorded as a zero in the marks record.
- Good attendance is recommended for successful completion of the course. Students are responsible for material covered and assignments due during absences. Remember that the grades earned on the group projects and presentations comprise 5% of the final grade for the course. As well, material prepared for the presentations is covered in the final test.

- Late essays will be graded with the appropriate rubric and returned to students as soon as possible. (If you require further feedback on a late assignment that has been returned to you, please see me after class or during office hours.)
- All out-of-class assignments must be typed (double-spaced, standard font, 12 point type, one inch margins). Please follow MLA guidelines given in the text when documenting sources and formatting the research essay.
- Assignments must be submitted in person. Please do NOT email assignments without the instructor's prior consent. Please keep a copy of all assignments (not including in-class written work) submitted. Also, please keep and file all graded assignments returned to you for easy access until completion of the course.
- Students are expected to participate in class activities such as group work.
- **Plagiarism:** Plagiarism means presenting the words or ideas of others as your own. Plagiarism is a serious academic offence. All sources of ideas and information not primarily your own must be appropriately documented according to MLA guidelines. The minimum penalty for plagiarism is a zero on the relevant assignment. Please see Student Conduct Policy.
- **Contacting the Instructor:**
Please feel free to contact me with any concerns or questions you have about the course or any assignments. Either email me, or see me before or after class or during office hours.

Standard Grading System:

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	Minimum level of achievement for which credit is granted; a course with a D grade cannot be used as a prerequisite.	1
-49	F	Minimum level has not been achieved.	0

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 Administrative Office, Registrar's Office, and on the College web site in the Policy Section.

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, Registrar's Office, or the College web site.

ACADEMIC CONDUCT POLICY:

There is an Academic Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administrative Office, Registrar's Office, and on the College web site in the Policy Section.