



CAMOSUN COLLEGE
School of Access
Department of English

English 130 - 002
English for Careers
Fall Semester/2016

COURSE OUTLINE

Calendar Description: This access course is for all technologies. It focuses on basic composition and critical reading techniques. Students learn to write paragraphs that they can apply to technical writing formats concisely and grammatically. Students analyze diverse reading material for elements of meaning, significance and style.

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	Kimberly Lemieux
Office hours	Mon. 1:00 – 2:00 pm, Tues. 2:30 – 3:30 pm, Wed. 11:00 am- 12:00 pm
Location	CC 119A
Phone	250-370-4462
E-mail	lemieuxk@camosun.bc.ca

2. Intended Learning Outcomes

Writing Formats

- write single and multi-paragraph reports for various purposes and audiences
- select and use report formats purposefully (progress, analysis, incident, field, complaint)

Writing Techniques

- write more effectively by employing various stages of the writing process which may include pre-writing, planning, drafting, conferring, revising and editing/ proofreading

Writing Structure

- shape content purposefully using the direct writing approach (summary, background, facts, action or results)

Writing Style

- analyze the informational needs and backgrounds of various audiences and vary style purposefully through manipulating language and vocabulary
- write in a style that exhibits brevity, clarity and plain language

Writing Integrity

- recognize and correct errors in grammar, spelling and punctuation in own writing and writing of others

Reading Strategies

- learn to read using four techniques (skimming, scanning, analysis and interpretation)
- recognize and evaluate different rhetorical modes
- quote, paraphrase and summarize correctly with critical understanding of selected readings
- evaluate argument, support, and evidence for validity, reliability, currency, and objectivity
- distinguish between implicit and explicit messages in technical and professional communications

3. Required Materials

- (a) A binder or folder to store handouts
- (b) A good dictionary

4. Class Information

Times and Location: Mondays 10:30- 11:50 CBA 219
Wednesdays 9:30 – 10:50 TEC 174

5. Course Content and Schedule

See the ENGL 130 Schedule for an outline of class topics.

6. Basis of Student Assessment (Weighting)

Assignment	Weight	Due Date
Diagnostic	C/I	Monday, Sept. 12
Paragraph Assignment	7%	Wednesday, Sept. 14
Technical Description	10%	Wednesday, Sept. 28
Grammar Quiz	10%	Wednesday, Oct. 5
In-Class Memo	15%	Wednesday, Oct. 26
Executive Summary	12%	Wednesday, Nov. 2
Summary	8%	Monday, Nov. 14
Peer Edit x2	2%	Wednesday, Nov. 9/30
Memo Report	18%	Monday, Dec. 5
Final Grammar Test	15%	Wednesday, Dec. 7
Participation	3%	Ongoing

7. Grading System

X	Standard Grading System (GPA)
	Competency Based Grading System

8. Attendance, Expectations, Other

Class Conduct

- Participation (and its associated grade) entails attending and being on time for all classes; completing all in-class and at-home work; contributing to class discussions; supporting and respecting others in the class; and attending one student-instructor meeting.
- All electronic devices must be turned off before the start of class. If you wish to use a laptop to take notes, please consult with me first.
- If you must miss a class, *you* are responsible for catching up on any missed material and completing missed assignments.

Assignment Policies

- **Students must achieve a 60% or higher on the in-class writing assignment to pass the course** (one rewrite will be permitted for students who do not achieve 60% on the first attempt).
- Students must submit **ALL** assignments to pass the course.
- Assignments are due on the due date at the beginning of class.
- Late assignments will lose 5% per day up to a week after the due date and will receive a grade but minimal feedback. Assignments submitted more than one week after the due date will receive a grade of zero.
- Assignments must be word processed (12-point font) and submitted in person.
- Students should keep copies of all assignments.
- Assignments due on the last day of the course must be submitted that day.
- **Plagiarism** means presenting the words or ideas of others as your own. **Plagiarism is a serious academic offence.** All information that is not primarily your own must be documented according to appropriate documentation guidelines. The **minimum** penalty for plagiarism is a zero on the relevant assignment. Please see the Student Conduct Policy.

Additional Notes

- Please contact me if you have any questions. You can reach me by email (lemieuxk@camosun.bc.ca), in person during my office hours, or by scheduled appointment.

9. 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>

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.