School of Access: Academic and Career Foundations Department

ENGL 059: *Intermediate English/Careers/Health Care Assistant*

Summer 2017, S02 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: CBA148

(250) 370-3850 / johnsonp@camosun.ca

2. Intended Learning Outcomes

Students will achieve the following:

- Read a variety of career-related 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 11 level.

- Use various skills and strategies to build vocabulary and will be able to understand vocabulary in context to approximately the grade 11 level.

- 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, summaries, business letters, resumes, reading logs, reflective journals, and email messages.

- Learn various student-success strategies, including note-taking and working collaboratively or independently to establish goals and priorities.

- Participate in group activities, and will make a small group presentation or present to an instructor how to perform some sort of process activity.

3. Required and Recommended Materials

a) *Gage Canadian Dictionary*
b) *Roget's Thesaurus*
c) *Essential Reading Skills*, 3rd or 4th edition by Kathleen McWhorter
d) Instructor selected reading materials
e) Student selected reading materials

4. Course Content

A focus on reading comprehension, vocabulary development and writing skills prepares students for the Health Care Assistant Program.

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	1 narrative; 1 process	10	Practice with narrative and process patterns
Business Writing	1 letter; 1 resume	10	Produce a resume, cover & or business letter
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.)
Reading Log	2 week reading log	5	Maintain a 2 week reading log
Glossary	20-30 terms	10	Create a career-related glossary
Email	Email instructor	5	Write an informative or request email
Journal Entries	5 Non-fiction reflective entries	20	Write paragraphs of reflective observations
Note-taking & Summary Writing	Study notes and write 200-250 words	10	Take notes and summarize a career-related article
Process	Oral Presentation	10	Give an oral description of a process activity

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 All 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/

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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