

	School of Access Department of English Provincial English Composition ENGL 092 (003) WINTER 2017 COURSE OUTLINE
---	--

<u>Instructor Information</u> Instructor: Sharon Quigley E-mail: quigley@camosun.bc.ca Telephone: 250-370-3358 Office: Paul 339 Office Hours: after each class as needed, and by appointment	<u>Dates, Times & Location</u> 2:30 pm—3:50 pm January 9-April 12 Monday & Wednesday WT 225
--	--

Course Description

This course provides practice and instruction in critical reading and in the planning, writing, and revising of paragraphs and essays, and prepares the student for college writing. English 092 combined with English 094 is equivalent to Provincial English 12.

Required Materials

- Coursepack
- Headset, flash drive, duotang (for journal assignments)
- Online e-textbook: *LaunchPad Solo for Readers and Writers (Six-Month Access)* Bedford/St. Martin's.
→NOTE: Buy the Access Card at the bookstore. The url will be given in class.

Intended Learning Outcomes

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 behaviour

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 to 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 communications tasks
- d) explain the value and limitations of collaborative work
- e) use effective presentation aids to enhance communications

How to be Successful in This Course

This course is designed to help you develop your ability to read, think, discuss, and write critically, creatively and analytically. You will get the most benefit from this course if you view it as a way of improving skills essential to success in college and your future career, rather than as a series of assignment to be minimally completed. Consistent effort is critical to success. If you complete all the assignments on time and to the best of your ability, attend all or most classes, and participate constructively in class activities, you will likely be successful in this course and gain personal satisfaction, confidence, and enjoyment from your accomplishments.

Writing. Developing your writing skills is an important component of this course. Because good writing requires time, persistent effort, thinking, planning, organizing, revising, and editing, most of your writing will take place out of the classroom. The most effective way to improve your writing is to (1) ask others (eg. a friend, fellow student, or instructional assistant in the English Help Centre) to give you feedback on your writing well before the due date; and (2) revise and edit carefully before submitting it for grading.

Reading. Developing your reading skills is also an important component of this course. Careful reading takes time and will therefore take place out of the classroom. Analyzing, discussing, and writing about selected texts helps improve not only your reading skills but also your writing, oral, and critical/analytical thinking.

English Help Centre

The English Help Centre (Ewing 202) is available to support all English Access students. Instructional assistants offer one-on-one assistance. Resources and computer help are also available. See their website for the schedule.

Grading Following is the Camosun grading system. I record the midpoint % for each letter grade. See the *Coursepack* for grading criteria.

A+	90-100%	A-	80-84%	B	73-76%	C+	65-69%	D	50-59%
A	85-89%	B+	77-79%	B-	70-72%	C	60-64%	F	0-49%

Course Evaluation You may use this to keep track of your grades.

ASSIGNMENTS	weighting	your grade	weighting X midpoint %
<i>Launchpad</i> (e-text) grammar and reading quizzes	25%		
attendance	5%		
journals	10%		
essay one (take home)	10%		
essay two (in class)	15%		
research essay proposal (600 words)	10%		
research essay (900 words)	20%		
research oral presentation	5%		

Student Responsibilities

1. **Read, understand, and abide by this course outline.** Instructors are obliged to follow their course outlines, so read this one very carefully and ask for clarification if there's anything you don't understand.
2. **Seek appropriate, timely help.** Students are ultimately responsible for their own learning and for taking initiative to get appropriate, timely support. The College offers a spectrum of resources to support students' learning. For more information, check the College website. I am available to help you individually during office hours, by appointment, or by email.
3. **Familiarize yourself with and comply with official College requirements and policies published in the College Calendar at www.camosun.bc.ca.** You are responsible for informing yourself about policies for deadlines, prerequisites, fees, withdrawal, student conduct, academic progress, etc.
4. **Be honest. Do your own work. Don't plagiarize.** Plagiarism is a serious offence. It is considered theft and dishonesty. The College *Student Conduct Policy* defines plagiarism as the "presentation of another person's or source's words and/or ideas as one's own...rang[ing] from an entire assignment that is not the student's own work to specific passages within an assignment taken from a source without acknowledgement."
 - ❑ In this class, the minimum penalty for plagiarism is a grade of zero on the relevant assignment. More serious consequences may be imposed as per the College Student Conduct Policy.
 - ❑ Getting too much help from others is also plagiarism. Others may give feedback on your writing, so long as they are doing it in a way in which you learn and do your own original work. Your helper may tell you what type of errors you have made, but may not change any of your words or ideas.
 - ❑ It is your responsibility to "prove" that your work is entirely your own, if I ask. Periodically use the "save as" function to save different drafts (eg. Draft 1, Draft 2) as you write. If I suspect you didn't write part or all of your assignment, I will ask you to produce all your drafts and notes so I can see the progress of your writing. Failure to produce drafts and notes may be considered evidence of plagiarism.
 - ❑ If you are unsure about the line between using your original work and incorporating other people's feedback, bring your revised draft to the English Help Centre or to me for clarification. If you have used too much of someone else's words or ideas, we'll help you adjust it. Doing this shows your desire for academic honesty and to learn.
5. **Never use laptops, cell phones, or text messaging in the classroom—EXCEPT with prior permission from me.** In most cases, using these devices is a distraction (comparable to chatting in class) for yourself and others and is therefore disrespectful to the learning environment of the class as a whole.

- ❑ Ensure your devices are shut off and placed inside your purse or backpack while in the classroom.
 - ❑ Speaking to a classmate or using electronic equipment during a test is not allowed. Any questions or requests during a test must be addressed to the instructor, not other students.
6. **Keep track of your grades throughout the course.** You may use the table on the previous page. I do not keep a running cumulative total of your grades. I calculate total grades after the course is over.
7. **Attend most classes.** Successful completion of this course is highly correlated with regular attendance.
- ❑ All attendance is recorded.
 - ❑ Absent students are responsible for material covered during class and for meeting assignment deadlines.
 - ❑ I am unable to individually re-teach missed classes or inform students of material missed during their absence. At the beginning of the course, exchange email addresses and phone numbers with several other classmates to help one other in the event of absences.
8. **Arrive on time.** Since lateness interrupts the class, make every effort to arrive on time. Please let me know if your circumstances will cause you to be frequently late.
9. **Prepare for class and participate cooperatively.** Everyone is responsible for co-creating a collaborative, respectful, enjoyable, supportive, productive learning environment; therefore, students are expected to
- ❑ speak and act with integrity, sensitive to how one's words, actions, and attitudes affect others; and
 - ❑ listen carefully with full attention and an open mind, valuing differing viewpoints.

Students who have not properly prepared for class or assigned group work—or who behave in a manner that detracts from a positive learning environment—place an unfair burden on their classmates and may be asked to leave the class or the group.

10. **Carefully read and follow all assignment guidelines.** Be sure to get help well before the due date if you do not understand the guidelines. Assignments that do not follow the assignment guidelines will receive a grade of D or F. See the revision policy below.
11. **(Optional) Revise and resubmit the following assignments within 2 weeks of the due date if you receive a grade of C or lower: Essay 1, Journals**
- ❑ Assignments submitted more than **3 weeks** after the due date may not be revised.
 - ❑ Attach the original essay that I graded so I can see the feedback I gave you; otherwise, your revised essay will be returned unread, and you may resubmit within one week.
 - ❑ Students may revise twice. The maximum grade for a first revision is C+. The maximum grade for a second revision is C.
12. **Submit all assignments on the due date.**
- ❑ **Late assignments will be deducted 10% and will not be accepted if submitted more than 2 weeks after the due date.** Exceptions will only be made if you submit valid documentation from an appropriate professional (eg. a doctor's note).
 - ❑ **Computer problems or lost or damaged copies** are never valid excuses for late assignments.
 - ❑ **Email submissions** will not be accepted, except in exceptional circumstances with prior permission.
 - ❑ Please **staple** assignments before submitting (I don't bring staplers to class).
 - ❑ Please do not use **clips** or **folders**.
 - ❑ **If you submit an assignment to my office when I'm not there**, ask a faculty member (or librarian) to legibly sign his/her name on the assignment, as well as the time and date he/she signed it, and then slide it under my door; otherwise, I will consider your assignment submitted on the date I return to my office.
 - ❑ No assignments will be accepted after **5:00 pm on the Friday immediately following the last class**.