



CAMOSUN COLLEGE
School of Access
English
142-001
Winter, 2017

COURSE OUTLINE

Course Description

This course prepares students to write high-quality documents, including summaries, correspondence, reports, and essays, and to prepare presentations for professional and academic purposes. Students gain reading, writing, listening, and presentation skills essential to workplace success and occupational situations, plus develop skills essential for reading, writing, informational literacy, as well as critical analysis of texts. Students practice a process-based approach to writing documents, including research, documentation, and editing. They learn how to communicate sensitively with a variety of audiences, and gain experience working as a team.

Course Overview

English 142 will help students prepare for the reading and writing demands of career programs at Camosun College. They will develop knowledge, skills, and strategies relevant to the world of academic, technical, and professional reading, writing, speaking and listening. The course will cover the basics of grammar and style as a foundation for clear and fluent written communication in college and business. Throughout the course, students will write paragraphs, summaries, emails, business letters, essays and reports to develop their skills both for writing clearly and for organizing information appropriately. Readings throughout the course will include a variety of non-fiction prose for analysis and discussion in addition to sample essays and business documents to be used as models for student writing. Students are expected to participate in group work, projects and presentations.

Instructor Information

Instructor: Jen Guenther

Office: Paul 331

Phone: 250-370-3306

Email: guentherj@camosun.bc.ca

Office Hours: Mondays 11:20-12:20 and 2:20-3:20, Fridays 11:30-12:30, or by appointment

Class Information

Class Times and Locations: Wednesdays 9:30-11:20, Ewing 201
Fridays 9:30-11:20, Ewing 344

Materials

- Norton, Sarah, Brian Green, and Rhonda Dynes. *Essay Essentials*. (6th Ed.) Nelson, 2015.
- Other course materials will be made available as handouts
- A compact English dictionary will be useful to bring to this class

Intended Learning Outcomes

Upon successful completion of this course a student will be able to do the following:

1. Use an effective writing process including research, drafting, revising and editing to create audience-focused documents;
2. Read, critically analyze and produce written and/or oral interpretations of texts;
3. Write expository and persuasive documents, such as paragraphs, correspondence, essays, summaries, and research reports;
4. Use structural and cultural conventions and formats appropriate to various communicative documents and situations;
5. Analyze audiences and construct documents appropriate to the intended audience;
6. Use grammar, diction, tone, idiom and sentence structure correctly for both academic and professional purposes;
7. Edit to identify and correct writing errors, as well as improve the organization, transitions, and readability of documents;
8. Demonstrate effective presentation skills and an ability to listen;
9. Demonstrate relationship-building through collaborative teamwork on workplace communication tasks;
10. Determine what research resources are needed, and how to evaluate them for effective use;
11. Incorporate and integrate research through correct use of summary, paraphrase and quotation;
12. Document sources fully and ethically, according to specified bibliographic conventions;
13. Demonstrate self-awareness as an academic and professional writer.

Assignments and Weighting

Tests and Assignments	Weight	Grade Achieved
Introductory Assignment	2%	
Business Email Assignment	8%	
Technical Description	10%	
Persuasive Text Analysis (critical reading)	10%	
New Technology Report (Research Paper #1 – group) Article Summary (10%) In-the-field Presentation (10%)	20%	
Business Report (Research Paper #2) Proposal (5%) Detailed Outline (5%) Presentation (15%) Report write-up (15%)	40%	
Quizzes	5%	
Professionalism (attendance, punctuality, in-class work, homework)	5%	
Total	100%	

Classroom Expectations/General Course Information

- Please do not be late for class, as it is disruptive. Students arriving late may be denied permission to enter the classroom.
- No cellphones, laptops, or other electronic devices are allowed in class without the permission of your instructor.
- Come prepared. Read assigned materials before class.
- Regular attendance is essential for the successful completion of this course.
- It is your responsibility to catch up on missed work due to an absence.
- All major assignments are mandatory. Assignments are due on the day they are scheduled *at the beginning of class*. Printing problems are not an excuse. All assignments handed in late will be subjected to a 5% deduction per day, including weekends.
- Late assignments will be given a grade but no feedback.
- Once marked assignments have been returned to the class, late ones will no longer be accepted for submission.
- Students are expected to participate in class activities, group work, and discussions.
- Please keep a photocopy or electronic copy of all the assignments you submit in case work is lost, damaged or misplaced. As well, please save all graded assignments until the completion of the course.
- All out-of-class assignments must be typed, be double-spaced, use a regular 12-point font, have one inch margins, and be stapled in the upper-left corner.

- If you miss a test or the due date of an assignment, you must inform the instructor *before* the class. You will need a doctor's note in order to be granted permission to hand in an assignment late or to write a test at a later date.
- Assignments must be submitted in person. Please do not email assignments except in extenuating circumstances and with the prior approval of the instructor.

Contacting Your Instructor

- You are encouraged to come by my office during posted office hours. Please make an appointment for other times.
- Please use email for short and simple questions only. I will not comment on assignment drafts over email or review an entire lesson you have missed.
- If you email any college instructor, please check your message for spelling and grammar. Good writing makes a good impression. Always include your name and the specific class you are in.

Camosun College Grading Scale (<http://www.camosun.bc.ca/policies/policies.php>)

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	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 at <http://www.camosun.bc.ca/policies/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.

Academic Conduct Policy

It is the student's responsibility to become familiar with the content of the Camosun College Student Conduct policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

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.

Plagiarism

Students are expected to do their own writing on all assignments. You may get feedback on your writing from the English Help Centre. However, copying another person's writing—even one sentence—without acknowledgement or having someone else write all or part of your composition is plagiarism and will incur any or all of the penalties stated in the college calendar.

Any student found to have cheated on any assignment will automatically receive a mark of 0 on that assignment. Subsequent instances of plagiarism may incur more severe penalties as outlined in the college calendar.