CAMOSUN COLLEGE
School of Access
Department of English

English 130 - 001
English for Careers
Fall Semester/2017

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.

✱ *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	Wed. 12-2 pm, Thurs. 12:30-2:30 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:

Monday (LAB) 8:30-9:50 CBA 277	Wednesday (LEC) 1:30 – 2:50 Portable A - 101

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. 11
Paragraph Assignment	7%	Wednesday, Sept.13
Technical Description	10%	Wednesday, Sept.27
Grammar Quiz	10%	Wednesday, Oct. 4
In-Class Memo	15%	Monday, Oct. 23
Executive Summary	12%	Wednesday, Nov. 1
Summary	8%	Monday, Nov. 15
Peer Edit x 2	2%	Wednesday, Nov. 8/ Nov.29
Memo Report	18%	Monday, Dec. 4
Final Grammar Test	15%	Wednesday, Dec. 6

Participation	5%	Ongoing

7. Grading System

X	Standard Grading System (GPA)
	Competency Based Grading System

8. Attendance, Expectations, Other

English 130 Class Policies
- **Attendance** – Your attendance and participation are essential to your success in this course. If you miss a class, it is your responsibility to know the material I have covered and to complete the assignment due. Please contact me if you are going to miss or be late to a class. Failure to do so will result in a reduced Professionalism grade. See the Professionalism rubric for more information.
- **Electronics** – You must turn off and put away all electronics for the duration of every class. Phones must be out of sight. If you are texting or surfing in class, I will ask you to leave.
- **In-Class Assignments** – Students who are absent without medical documentation will receive a zero for any missed work. If you must be absent for some important reason, please make sure to let me know BEFORE the class day in which the in-class writing occurs.
  - Students must receive an average of at least 60% on in-class writing to pass the course.
- **Out of Class Assignments** – Late assignments will only be accepted for 5 days past the due date, will lose 5% per day, and will receive a grade only (no comments). If you must hand in something late, submit the work to my office (slide under the door), but before doing so, have a faculty member sign your paper with the date and time of submission.
  - Requests for extensions (up to 5 days) made prior to the assignment due date will be considered on a case-by-case basis.
  - I do not allow re-writes of any kind. We do not have the time.
  - Please provide a print copy of your work unless you are instructed to do otherwise.
  - Please do not email assignments to me. If you are asked to submit an assignment electronically, please submit your work to D2L.
- **For Your Records** – Be sure to keep all rough drafts, final drafts and graded assignments until the end of term. In the event of a computer failure or a grade discrepancy, these documents will be critical. Always, always back up your files. If you don't already have cloud-based file storage, consider using one of the many file storage platforms available. See me if you'd like more information.

TIPS for Success in English 130

Be punctual and be prepared
It is important that you have completed all assigned readings before coming to class… on time. Since many of the grammar activities will be assigned as homework, it is important that you complete the work, so that you can actively participate in our discussion during the next class.

Do not procrastinate on your assignments
You will be asked to take a mature, self-directed approach to your learning in this class. Some assignments (like the grammar) will have very little lecture time allotment; you must be self-regulating and self-scheduling. Your assignments, too, will require multiple drafts and possibly consultation with me, the Writing Centre, or the English Language Development Centre (CBA 106). Start work on them early so that you can properly plan, research, and write in enough time to also revise and polish. It is your responsibility to read assignment instructions carefully

to make sure you understand exactly what you are being asked to do. If you have questions about an assignment, ask them early in the process; it will save you time in the long run.

Submit assignments with correct formatting and documentation
Small technical details of presentation do matter. Formatting guidelines and citation minutiae may seem finicky, but mastering them is not difficult. Correct formatting and documentation adds credibility to your work by establishing your professionalism.

Make a reliable friend in class
While students who regularly attend class fare much better in the course, I do understand that you may need to miss a class or two (hopefully not more than that). I will be taking attendance and I expect that if you need to miss a class for some reason, you will send me an email informing me of the reason. You are responsible for catching yourself up before returning. The first step is to consult with a friend who has reliable notes and who can provide you with a recap of the lecture. The second step is to consult D2L where I will have posted the day's lecture slides and any materials I provided students in class. Come and see me in my office hours if you need help understanding the material you have missed, but please only do this after you have tried to work through it on your own.

Make use of office hours
Your writing strengths and weaknesses are uniquely yours. Come and talk to me if you are having trouble with your grammar units or if you are unsure about any aspect of an assignment. Consultation is also useful after assignments have been graded; the best way to improve for the next assignment is to make sure you understand how to avoid the difficulties in the current assignment. You need not make an appointment if you come during scheduled hours. If those hours do not work for you, email me and we can try to find another time or another way to chat.

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

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	*Incomplete*: 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	*In progress*: 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	*Compulsory Withdrawal*: 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.