



**CAMOSUN COLLEGE**  
**School of Access**  
**Community Learning Partnerships**

**ENGL 050 – S16**  
Academic Upgrading  
Victoria Native Friendship Centre S- VNFC  
**Fall 2018**

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## **COURSE OUTLINE**

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The calendar description is available on the web @

<http://www.camosun.ca>

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### **Instructor Information**

<b>(a) Instructor</b>	Mark Kunen		
<b>(b) Office hours</b>	By appointment		
<b>(c) Location</b>	Victoria Native Friendship Centre		
<b>(d) Phone</b>	250-370-4961	<b>Alternative:</b>	250-384-3211 VNFC
<b>(e) E-mail</b>	kunen@camosun.bc.ca		
<b>(f) Website</b>			

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### **1. Intended Learning Outcomes**

*At the completion of the course, students will be able to*

- a) *Engage in Critical and Creative Thinking*
  - Summarize and paraphrase written and verbal resources
  - Make inferences; distinguish fact from opinion
  - Establish viable schedule of work, classes, and study time
- b) *Reading, Research, and Reference*
  - Identify bias, tone, purpose, audience and point of view
  - Identify subject/topic, main and supporting ideas, and logical structure
  - Use skimming and scanning techniques
  - Use context clues and word structure analysis to identify meaning
  - Use dictionary, thesaurus, and other resources to build vocabulary
  - Use resource such as library, encyclopedia, manuals, and internet for a research paper
- c) *Written Communication*
  - Brainstorm ideas; narrow the topic
  - Create paragraphs, essays, summaries, resumes, and business letters
  - Revise and edit work to improve word choice, sentence and paragraph structure, spelling, punctuation, and grammar, and do minimize inadvertent errors
  - Produce writing within short time frames
- d) *Speaking and Listening Skills*
  - Participate in conversations and group discussions
  - Provide oral feedback: peer editing, group discussions
  - Recall and interpret information

## 2. Required Materials

- Thinking and Writing: A Guide to Paragraphs and Essays by Ray Bigauskas
- English Brushup by John Langan and Janet Goldstein, 6<sup>th</sup> Ed.
- Structured Reading by Lynn Q. Troyka and Joseph W. Thweatt, 8<sup>th</sup> Ed.
- A Dictionary, and a Thesaurus
- Student or instructor-selected reading materials and works of literature

## 3. Course Content and Schedule

Class schedule: VNFC S16 Tuesdays and Thursdays 9:00 AM– 11:50 PM, for ENGL 033 or lower, or  
VNFC S16 Mondays and Wednesdays 9:00 AM to 11:50 p.m..  
Start Date: Sept. 5, 2018 End Date: Dec. 13, 2018

## 4. Basis of Student Assessment (Weighting)

Category	Assignment	% of Grade	Description
Paragraphs	Minimum of two paragraphs	10	Graded exit paragraph written independently
Grammar	Various exercises as needed	10	Practice based on student needs
Expository Essays	Two essays, 2-3 pages	30	Practice with essay development, several drafts, and proof reading
Business Writing	Two assignments	10	Production of a letter and resume
Critical Reading	10 selections (or to be determined by instructor)	10	Work from Structured Reading
Summary Writing	1 @ 250 words	5	From selected reading
Research Essay	2-4 page research paper	10	Incorporation of outside sources with understanding of principles of citation and plagiarism
Exit Essay	1 2 – 4 pages essay	15	Produce a successful essay

## 5. Assigned Work and Assessment

Students will be assigned a variety of work to help them achieve the learning outcomes for the course. Marks will be assigned in five key areas.

Area of Assessment	WEIGHT
Essay writing	50%
Research	20%
Summaries	10%
Grammar	10%
In-class work/presentations	10%

**Note:** The instructor may require additional assignments, such as frequent periods of free writing, to assist the student to achieve the required learning outcomes. Also, bonus marks will be available for excellent attendance and for the completion of certain voluntary activities. The instructor will explain the nature of the activities in class.

The first 45 to 60 minutes of each class is typically devoted to group activities. These include such things as free writing and reading, grammar and punctuation lessons, group discussions, vocabulary development, and proof reading practice. It is important that students attend and participate in the group activities. For the remainder of each class, students focus on their individual assignments.

## 6. General Information

- Regular attendance is essential to success in this course. Students are expected to attend all classes. If you are unable to attend a class, please let the instructor or instructional assistant know by voice or e-mail.
- All assignments must be typed and double-spaced.
- Students are expected to actively participate in class activities such as discussions and vocabulary building exercises.
- Be sure to keep a photocopy or electronic copy of all the assignments you submit in case your work is lost, damaged or misplaced.

## 7. Grading System

*(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)*

*(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)*

- Standard Grading System (GPA)
- Competency Based Grading System

## 8. College Supports, Services and Policies



### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @

<http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

## College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

## A. 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://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.

<b>Temporary Grade</b>	<b>Description</b>
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.