



**CAMOSUN COLLEGE**  
**School of Access**  
**Department**

**ENGL 103-002**  
**Preparatory Academic Writing**  
**Fall 2018**

**COURSE OUTLINE**

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**Course Description**

This course prepares students for the demands of post-secondary academic writing courses through reading, writing and research. It includes instruction and practice in critical writing, reading and thinking; planning, writing, and revision of paragraphs/essays; clarity and coherency of written ideas. Students will learn correct grammatical usage and information/media literacy skills.

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**Instructor Information**

(a)	Instructor:	Michael Stewart
(b)	Office Hours:	TBA
(c)	Location:	Paul Building, Rm 330
(d)	Phone:	250-370-3357
(e)	Email:	<a href="mailto:stewartm@camosun.bc.ca">stewartm@camosun.bc.ca</a> (This is the best way to contact me)

**Class Information**

**Class Time:** Wednesdays and Fridays, 10:00 – 11:20

**Class Dates:** Sept 4, 2018 – Dec 6, 2018

**Class Location:** Wednesdays: Fisher 210  
Fridays: Young 201

**Required Text and Materials:** Norton, Sarah, Brian Green, and Rhonda Dynes. *Essay Essentials with Readings Enhanced*. (6th Ed.) Nelson, 2015.

**Intended Learning Outcomes**

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

**1. Reading, Informational Literary and Research Skills**

- a) Use critical thinking skills to evaluate readings and essays for content, quality and logical development;
- b) Use a variety of sources, which may include personal knowledge, interview, print, and web-based media to support their writing;
- c) Use various kinds of evidence, such as statistics, quotations, and anecdotes;
- d) Recognize the difference between opinions, generalizations and facts;
- e) Summarize, make inferences, draw conclusions and evaluate reading material critically;
- f) Integrate source material smoothly, using appropriate signal phrases and punctuation;
- g) Cite and document quotations, paraphrases and summaries, following MLA conventions.

## 2. Writing Skills

- a) Learn the elements of well-written paragraphs (topic sentences, details, evidence, examples, transitions);
- b) Organize and develop outlines for essays;
- c) Learn and use correct punctuation, grammar and sentence structure;
- d) Identify purpose and audience, and choose suitable rhetorical styles and language;
- e) Construct a workable thesis for an essay;
- f) Practice the process of composition, including brainstorming, drafting, editing and proofreading.

## 3. Oral Communication Skills

- a) Present material using language effectively and appropriately in both formal and informal situations;
- b) Select and use effective visual and/or auditory presentation aids;
- c) Give and respond to feedback respectfully and appropriately;
- d) Collaborate with others in completing tasks;
- e) Recognize and respect diversity and individual differences.

## 4. Media Literacy

- a) Critically compare treatments of a theme, topic and content from a variety of media and/or sources;
- b) Recognize the importance of media literacy and exhibit a critical awareness of media messages.

## 5. Computer Literacy

- a) Use word processing software effectively in the production of written assignments;
- b) Use information from a variety of applications in the production and presentation of assignments (e.g. Internet websites, PowerPoint presentations, Word documents, video);
- c) Communicate effectively using e-mail.

## Basis of Student Assessment (Weighting)

Assignment	Date Due	Value
Grammar quizzes	All course long	10%
Summary (in-class)	Sept 19	5%
Amazon Review	Sept 28	5%
Persuasive Essay (in-class)	Oct 10	15%
Research Paper Peer Editing	Oct 31	5%
Research Paper	Nov 9	20%
Oral Presentation	Nov 21 & 23	15%
Final Process Essay (in-class)	Dec 7	15%
Participation and Attendance	All course long	10%

## Recommended Materials to Assist Students to Succeed Throughout the Course

- All readings must be completed **before the class assigned to them.**
- Bring the textbook with you to class. **Bring the textbook with you to class.**
- **Participation is worth a hefty 10%**, so please bring your brilliant ideas and observations to class too. To do this, you must also attend class. Attending class, preparing well and bringing an inquisitive, generous and energetic spirit not only shows all of us you respect the learning environment, it will put you in a great position to succeed on the assignments. This will be the easiest 10% you make all year so make the most of it. And, of course, the more we participate, the more fun we all will have.
- **An (important) note on attendance.** This course is not comprised simply of assignments to check off. It also includes a number of classroom hours (exactly 32, in fact) where you are expected to listen, digest and reflect on the knowledge we all bring to the learning experience. When you miss a class, not only do you miss out on the material, your colleagues miss out on your contributions and receptiveness. Obviously, you all have lives outside of this classroom and the unexpected waits for us all. **I promise I will meet any note that you must miss a class with compassion and accommodation.** That said, to reflect the importance

of attendance, **I reserve the right to refuse any assignments by a student who has missed more than 25% of class time (i.e. seven unexcused absences).**

- **Start working right away.** Life comes at you fast. And by life, I mean deadlines. Don't procrastinate, do the readings and don't underestimate how long an assignment will take. If you get a disappointing grade on an early assignment, make adjustments – don't assume the same level of work will get you a better mark later. Spoiler: it won't.
- **Deadlines:** Deadlines are organized to facilitate marking and returning papers in a timely manner, and to give you the greatest benefit from feedback for future assignments. They also establish that I am a human, with a life, and give me some surety around which I may organize this life.

However, **there are no late penalties for this class.** This is to recognize that you, too, are humans with lives, and that sometimes those get in the way of coursework. I want to give you the best chance to succeed in the course, but please respect the above.

Late work may not be handed back in a timely manner, and it may not receive extensive feedback, but it will be accepted without penalty and question.

**(IMPORTANT EXCEPTION: No work can be accepted after Dec 8.)**

- I prefer printed copies of all assignments. This allows me to give the best feedback. If you are unable to submit printed copies of assignments for whatever reason, **PLEASE SUBMIT THEM THROUGH D2L'S DROPBOX. Do not email me assignments.**
- As a courtesy to everyone else in the class, please turn off all devices (for example, cell phones and laptops) and pay attention to whomever is speaking.
- Any submission of work that is not the student's or work that is not appropriately attributed to the original source constitutes plagiarism. **The college considers plagiarism a serious offence** and any attempt to deceive the instructor with plagiarized work will be met with serious consequences, which will at a minimum include a zero on the assignment and could include an F in the course.
- **Make use of my office hours and email.** It is my sincere hope that we can work together to become better writers and thinkers. A 5-10 minute chat in my office about a paper, an essay or a topic can do wonders. If you are unclear about assignments, about a grade, about anything, visit my office hours or write me a thoughtful email. This will not only help your grade it will help me become a better teacher.

## Grading System

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

## 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://www.camosun.bc.ca/policies/policies.html>

## 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.

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.