



CAMOSUN COLLEGE
School
Department

ENGL 025 – S16
Academic Upgrading
Victoria Native Friendship Centre
Fall 2018

COURSE OUTLINE

The calendar description is available on the web @

<http://www.camosun.ca>

Instructor Information

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

1. Intended Learning Outcomes

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

Skills and Strategies for Learning

- Identify short and long term personal literacy goals
- Work with help and/or work independently
- Move on to other tasks while waiting for help
- Give concise sequential oral instructions
- Apply personal learning strategies
- Use critical thinking skills while listening and /or viewing
- Develop strategies to write tests in a variety of formats
- Complete assignments out of classroom setting

Computer skills

- Keyboard comfortably
- Word process and print a document and begin to use a search engine to find information

Reading

Comprehension Development

- Read extended expository passages independently and fluently
- Begin to draw inferences and conclusions
- Use context clues
- Begin to distinguish between fact and opinion
- Express and support opinions about text
- Answer comprehension questions on main idea, details and sequence
- Identify subject/topic, main ideas, supporting details and sequence

Literature

- Detect tone of story and emotional reactions of character

Meta-Cognitive Strategies

- Employ strategies for learning and remembering
- Use pre-reading strategies
- Read and self-monitor for comprehension
- Begin to recognize different purposes for reading

Writing

Writing Process

- Organize writing, using a writing process
- Edit written work

Paragraphs, Summaries and Letters

- Produce coherent descriptive, narrative and expository short and medium length paragraphs
- Recognize and write simple, compound and complex sentences
- Summarize main ideas after reading and discussion
- Write personal letters using standard format

Expression

- Use a broad range of punctuation including quotation marks
- Apply comma rules
- Identify and correct fragments and run-on sentences
- Use effective spelling strategies including dictionary skills to check spelling during proof-reading stage of writing
- Spell a variety of homonyms and common irregularly spelled words
- Identify synonyms and antonyms

Grammar

- Use subject-verb agreement and consistent verb tense

2. Required Materials

Gage Canadian Dictionary

Roget's Thesaurus

Breakthroughs in Critical Readings, Jamestown Publishers, by P.A. Benner

Instructor-selected reading materials

Student-selected reading materials

3. Course Content and Schedule

Class Schedule:

Tuesdays and Thursdays or Mondays and Wednesdays, 9 a.m.to 11:50 a.m

Start Date: Sept. 5, 2018

End Date: Dec. 13, 2018

4. Basis of Student Assessment (Weighting)

Students will build a portfolio of their work to be used as an evaluative tool in the assessment of their progress in the course

Portfolio Activity		Description
Vocabulary Development	In exercises and/or writing	Complete vocabulary exercises, including dictionary and thesaurus work and try to use newly learned words in writing assignments
Literature	In discussion and writing	Analyze characters and tone of story

Stories and Passages	6 Responses (minimum)	Give written and oral responses to readings including identifying main idea and details and sequence; and summarizing and interpreting texts.
Forms and Documents	Complete two forms and/or documents	Complete forms and/or documents
Letters	Write two letters	Write two personal letters, using standard format.
Narrative, Descriptive, and Expository Paragraphs	Write four paragraphs	Use a writing process to generate and organize ideas and to write paragraphs that clearly state a main idea and supporting information.
Punctuation and Capitalization	Punctuation	Apply capitalization and comma rules and a range of punctuation including punctuation marks
Grammar	In exercises and/or writing	In writing and exercises use consistent verb tense and subject verb agreement
Assessment	Reading assessment	Assessment by instructor or achieve a score of level 7 or higher on the Canadian Adult Reading Assessment (CARA) or an equivalent score on a standardized reading test

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 may 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 own individual assignments.

5. 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

6. 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.

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.