

**Camosun College School of Access**  
**Department of English**  
**English 103 (002): Preparatory Academic Writing**  
**Course Outline Winter 2019**

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.

**Class and Instructor Information**

Instructor: Margaret Fast

Class Dates: January 8 – April 11, 2019

Class Times: Tuesday and Thursday 12-1:30

Class Location: Fisher Bldg, Room 334

Office location: Paul 331

Office hours: Tuesday/Thursday 9:30-10 and Wednesday/Friday 11-12, or by appointment

Phone: 250-370-3356

E-mail: [FastM@camosun.bc.ca](mailto:FastM@camosun.bc.ca) (responses provided weekdays)

**Required Textbook, Resources, and Supplies**

Please have the following with you in every class:

1. *Essay Essentials: With Readings* (6<sup>th</sup> edition), Norton, Green and Dynes
2. Paper and pen for writing activities

You will also need access to a computer since all out-of-class assignments must be typed (double-spaced, standard font, 12 point type, one inch margins, MLA-style documentation). Please keep a backup of your submitted work.

**Assignments and Evaluation**

Presence, participation and communication, class work 5%

Summary 5%

Argumentative Essay 15%

Research paper 20%

Oral research presentation 10%

Short grammar quizzes 10%

In-class comparison essay midterm 15%

In-class process essay final exam 10%

Journal 10%

## Intended Learning Outcomes

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 2/4 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.

## Responsibilities

My responsibilities are to have prepared relevant and meaningful content that fulfills Camosun College's learning outcomes for this course, be available to answer your questions or offer further guidance, and provide detailed and timely feedback.

Your responsibilities are to be on time and in full attendance for all classes, be prepared to participate in learning activities, meet due dates, and be aware of and adhere to Camosun College's policies and procedures.

Preparation and participation are required for this course. The timeliness and degree of your course preparation and participation will affect your level of success.

\*Be sure to ask for help when needed. I have office hours and am happy to respond to questions over e-mail.

## General Information

- All major assignments (10% or more) are mandatory. Students cannot complete the course unless all assignments are submitted.
- Unexcused late assignments will lose 10% (except in case of documented illness).
- Late assignments will only be accepted up to one week following the due date.
- Missed classroom activities/quizzes/tests because of an unexcused absence cannot be made up (except in the case of a documented illness). Students who are absent will receive a zero on any missed in-class work.
- Personal computers and cellphones are not permitted in class, except for documented medical reasons.

## Grading System

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                      Minimum level of achievement for which credit is granted; a course with a D grade cannot be used as a prerequisite.

-49% F 0                      Minimum level has not been achieved.

## 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 Administrative Office, Registrar's Office, 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>

## 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, Registrar's Office, or the College web site: <http://www.camosun.bc.ca>

## Academic Conduct Policy

There is an Academic Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administrative Office, Registrar's Office, and on the College web site in the Policy Section:

<http://www.camosun.bc.ca/policies/E-2.5.pdf>

Related is the topic of plagiarism. Plagiarism means presenting the words or ideas of others as your own. Plagiarism is a serious academic offence – a form of cheating. All sources of ideas and information not primarily your own must be appropriately documented according to MLA guidelines. The minimum penalty for plagiarism is a zero on the relevant assignment. Please see Student Conduct Policy and check out this interactive video:

<http://camosun.ca/services/library/plagiarism/>

**English 103 Schedule** \*This schedule is subject to change, and additional readings will be assigned most weeks.

Tuesday, January 8	Welcome! Letter of introduction, Richard Lederer "How I Write"(283)
Thursday, January 10	have read Part 1 and Cracking the Sentence Code <i>Essay Essentials</i> <b>submit journal entry #1</b> (letter of introduction)
Tuesday, January 15	have read Part 2 and Solving Sentence-Fragment Problems <i>Essay Essentials</i> , <b>submit journal entry #2</b> (summary)
Thursday, January 17	have read Argumentation (Chapter 16) and Solving Run-On Problems <i>Essay Essentials</i> <b>in-class summary, submit argumentation essay topic</b>
Tuesday, January 22	have read Part 3 and Solving Modifier Problems <i>Essay Essentials</i> , <b>submit journal entry #3, submit tentative research essay topic</b>
Thursday, January 24	<b>library session</b> , have read The Parallelism Principle <i>Essay Essentials</i>
Tuesday, January 29	have read Solving Pronoun Problems <i>Essay Essentials</i> ,
Thursday, January 31	<b>argumentative essay due</b> have read Mastering Subject-Verb Agreement
Tuesday, February 5	have read Chapter 15 Comparison and Contrast and Using Verbs Effectively <i>Essay Essentials</i> , <b>journal entry #4, submit comparison essay topic</b>
Thursday, February 7	grammar quiz #1
Tuesday, February 12	read Chapters 17-19 <i>Essay Essentials</i> , <b>journal entry #5</b>
Thursday, February 14	<b>in-class comparison essay</b>
February 19-22	Reading Week – no classes

Tuesday, February 26	<b>journal entry #6</b> , have read <i>The Comma Essay Essentials</i>
Thursday, February 28	<b>research essay draft due</b>
Tuesday, March 5	have read <i>The Semicolon Essay Essentials</i>
Thursday, March 7	<b>presentations</b> , have read <i>The Colon Essay Essentials</i> , <b>journal entry #7</b>
Tuesday, March 12	<b>presentations</b> , have read <i>Quotation Marks Essay Essentials</i>
Thursday, March 14	<b>research essay due, presentations</b> , have read <i>The Question Mark, The Exclamation Mark, and Dashes and Parentheses Essay Essentials</i> ,
Tuesday, March 19	<b>presentations</b>
Thursday, March 21	<b>presentations, journal entry #8</b>
Tuesday, March 26	Read Part 6 and <i>The Hyphen Read Capital Letters and Numbers Essay Essentials</i> , <b>journal entry #9</b> .
Thursday, March 28	Read <i>The Apostrophe Essay Essentials</i>
Tuesday, April 2	Punctuation Quiz
Thursday, April 4	have read <i>Hazardous Homonyms Essay Essentials</i> , <b>journal entry #10</b> .
Tuesday, April 9	<b>in-class writing</b>
Thursday, April 11	revisions and conclusion All done!