



The Approved Course Description is available on the College website <http://www.camosun.ca/learn/calendar/index.html>

1. Instructor Information

Instructor: Cathy MacLean

Email: macleanc@camosun.bc.ca

Course Location and Times: CBA 118 Tuesdays and Thursdays 12:30-3:20.

Office Hours: I will be available in my office an hour before every class. It's a good idea to let me know if you'll be visiting me to avoid double-booking. If you can't make this time, talk to me to work out a time you can make it.

Office: CBA 149

Help Centre Hours: M-Th 9:00 am to 3:00pm / M-Th 4:00 to 8:00pm

The following course outline explains what you'll be covering in the course as well as how your assignments will be graded. If any part of this outline confuses you, or you have any questions about it, don't hesitate to tell me. I will be happy to explain it all to you.

2. Intended Learning Outcomes

Students will achieve the following:

Critical and Creative Thinking

- summarize and paraphrase written and verbal resources
- make inferences; distinguish fact from opinion
- create, identify, and modify solutions
- establish viable schedule of work, classes, and study time

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 resources: library, encyclopedia, manuals, CD-ROMS, Internet

Written Communication

- brainstorm ideas; narrow the topic
- create paragraphs, essays, (research & expository), summaries, resumes, business letters

- revise and edit work to improve word choice, sentence and paragraph structure, spelling, punctuation, and grammar
- produce writing on demand: paragraphs and essays

Speaking and Listening Skills

- participate in conversations and group discussions
- provide oral feedback: peer editing, group discussions
- recall and interpret information

3. Required and Recommended Materials

- Bigauskas, R. Thinking and Writing: A Guide to Paragraphs and Essays
- Langan, J & Goldstein J. English Brushup (3rd or 4th ed.)
- Langan, John. Reading-Writing Connection
- Dictionary and Thesaurus

4. Course Content:

Students in ENGL 050 will draft, revise, and edit their writing. Instructors will coach students to help them improve their writing.

5. Schedule

S02 Monday and Wednesday 8:30-11:20 am

6 in-class hours (2 x 2 hr 50 min classes)

4 Help Centre hours (arranged by the student)

6. Basis of Student Assessment

Category	Assignment	% of Grade	Description
Paragraphs	2 - 4 practice @150 words plus one exit paragraph	10	Practice with a variety of writing patterns Exit paragraph is written independently
Grammar	Written work	10	Practice based on student needs
Expository Essays	2 @ 500 words	30	Practice with essay development
Business Writing	1	5	Produce a letter
Critical Reading	10 selections	10	Work from <i>Structured Reading</i>
Summary Writing	1 @ 250 words	5	From selected readings
Research Essay	1 @ 500 words	15	Incorporate outside sources
Exit Essay (Timed)	1 @ 500 words	15	Produce a successful essay

7. Grading System

A+	90 - 100%	B+	77 - 79%	C+	65 - 69%		
A	85 - 89%	B	73 - 76%	C	60 - 64%		
A-	80 - 84%	B-	70 - 72%	D*	50 - 59%	F	0 - 49%

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

PROGRESS

Students are expected to complete each course within 2 - 4 months. Students having difficulties meeting this goal should explore, with their instructor, additional supports that may be available. Students with a record of poor attendance and progress may not be permitted to re-register in Academic and Career Foundations Department courses.

8. Learning Support and Services to Promote Student Success

ACADEMIC UPGRADING HELP CENTRE (CBA 109)

Coursework support, reference and support materials, printer, quiet testing and study areas

Aboriginal Services (Education, Financial & Cultural),
Academic Advising
Assessment Testing
AudioVisual Services & Equipment
Bookstore
Cafeterias & Restaurants
Camosun College Student Society
Career Resource Centre
Child Care
Computer Labs
Counselling (Career, Educational, Personal & Cultural)
Dental Clinic
Disability Resource Centre
Financial Aid & Awards
First Nations Student Association
Fitness & Recreation

Help Centres (tutoring in English, ESL, Math)
Housing Registry Online
Library
Lockers
Medical Coverage & Accident Insurance
Nexus Student Newspaper
Ombudsman
Personal Safety
Photocopying & Printshop
Sexual Health Clinic
Student Clubs
Student Employment Services
Student ID/Library Cards/U-Pass Student Bus Pass
Wireless networking
Women's Centres

Camosun services are here to help you succeed in and out of the classroom. Our goal is to provide you with the best learning experience possible. This information is available in the Registrar's Office or the College web site at: <http://camosun.ca/services/>

9. College Policies

STUDENT CONDUCT

The purpose of this policy is to provide clear expectations of appropriate academic and non-academic student conduct and to establish processes for resolution of conduct issues or the imposition of sanctions for inappropriate conduct.

<http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.1.pdf>

STUDENT GRADING POLICY

The purpose of this policy is to ensure that grading and promotion are consistent and fair.

<http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf>

ACADEMIC PROGRESS POLICY

The purpose of this policy is to enhance a learner's likelihood of success and to encourage the learner to use College resources effectively. <http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>