



CAMOSUN COLLEGE
School of Access
English Department

092-003
Provincial English Composition
Fall 2019

COURSE OUTLINE

Course Description

This course provides practice and instruction in critical reading and in the planning, writing and revising of paragraphs and essays, and prepares the student for college writing. ENGL 092 combined with ENGL 094 is equivalent to Provincial English 12. Students with a C+ in English 12 should enroll in ENGL 151.

Ω *Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

The calendar description is available on the web @<http://camosun.ca/learn/calendar/current/web/engl.html>

1. Instructor Information

(a) Instructor	Brenda Proctor
(b) Office hours	Mondays and Wednesdays 5:30-6:00pm or by appointment
(c) Location	Paul 337
(d) Phone	250-370-3354 Alternative: _____
(e) E-mail	proctorb@camosun.bc.ca
(f) Website	https://online.camosun.ca/d2l/home/

2. Intended Learning Outcomes

Critical and Creative Thinking

- Evaluate argument for validity, reliability, currency, and objectivity
- Articulate the connections between purpose, audience, and style
- Analyze diction in a variety of non-fiction texts
- Analyze and explain the organizational methods used to develop a topic or an argument
- Recognize elements of clear communication
- Demonstrate organizational thought processes to solve problems
- Demonstrate an awareness of how communication formats influence language choices and usage
- Record, organize and store information read, heard or viewed
 - Support a position by citing specific details from what has been read, heard or viewed
- Explore diverse perspectives to develop or modify one's point of view
- Assess one's own knowledge and use of language
- Assess information for completeness, accuracy, currency, relevance, balance or perspectives and bias
- Analyze different presentations of the same information to reconsider positions
- Assess ways in which language reflects and influences values and behaviour

2. Reading and Reference

- a) Cite and document sources where necessary, following MLA conventions
- b) Evaluate the effectiveness of one's own and others' written material using criteria that include the following: plain language, coherence and organization, consistency in the application of usage conventions; relevance to argument of supporting evidence and examples; appropriateness of intended purpose and audience; attention to detail
- c) Summarize, make inferences, draw conclusions and critically evaluate
- d) Paraphrase main ideas in written material
- e) Distinguish between implicit and explicit messages
- f) Apply prior knowledge and experience to assist understanding of new material
- g) Use a variety of strategies and sources to gather and evaluate information, including print sources, library resources and the Internet
- h) Interpret details and draw conclusions from information presented in a variety of print and graphic formats, including electronic formats
- i) Gather, evaluate, synthesize, and organize information into a research paper or report of approximately 1500 words using an appropriate documentation style (e.g. APA, MLA or Chicago)

3. Written Communication

- a) Plan and write a variety of types of paragraphs and essays,
- b) Integrate research material into a research paper or report using MLA conventions,
- c) Gather information and organize it into functional writing assignments
- d) Edit own work fully for coherence and accuracy
- e) Monitor spelling, grammar, mechanics and syntax using appropriate techniques and resources as required, including electronic technology
- f) Write effectively, adjusting for audience, purpose and situation to inform, persuade, and interact in formal and informal situations
- g) Organize information and ideas to clarify thinking and achieve desired effect
- h) Understand and avoid plagiarism
- i) Produce writing on demand (e.g. essays, exams)

4. Speaking and Listening Skills

- a) Speak, adjusting for audience, purpose, and situation, to inform, persuade, and interact in formal and informal situations
- b) Give and respond to feedback during oral presentations
- c) Collaborate and consult with others in completing communication tasks
- d) Explain the value and limitations of collaborative work
- e) Use effective presentation aids to enhance communications

3. Required Materials

- (a) Texts: Norton, Sarah, Brian Green, and Rhonda Dynes. *Essay Essentials*. (7th Ed.) Nelson, 2019.
- (b) *LaunchPad Solo for Readers and Writers* Digital Access codes via 9781457656255, Macmillan.
- (c) Other: A three-ring binder with lined paper
- (d) Although not required, a compact dictionary and thesaurus would be useful

4. Course Content and Schedule

Class Time: Mondays and Wednesdays, 4-5:20pm

Class Dates: Sept 4 – Dec 4, 2019

Class Location: Y219

5. Basis of Student Assessment (Weighting)

ASSIGNMENTS	VALUE
Paragraph Assignments x2 Process paragraph assignment 5% Summary assignment 5%	10%
Personal narrative essay	10%
Persuasive Essay In-class essay 15% Reading quiz prep 5%	20%
Research Essay Proposal with bibliography 5% Research essay 20% Presentation 10%	35%
Grammar on Launchpad	15%
Group presentation	5%
Participation and attendance (including punctuality and class preparedness)	5%
Total	100%

6. Grading System

Standard Grading System (GPA) (see **8.A** below)

Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

English Help Centre (EHC) - <http://camosun.ca/services/help-centres/> The EHC provides one-on-one support for writing, including organizing ideas, helping with grammar, generating thesis statements, providing essay feedback, etc.

Centre for Accessible Learning (CAL) - <http://camosun.ca/services/accessible-learning/> CAL “provides a wide range of services and educational accommodations for students with a documented disability, including anxiety and depression. The centre's faculty and staff are available on both campuses to arrange services and supports such as classroom and exam accommodations, accessibility assistance, and to act as a resource for students, faculty and staff.”

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.

Student Responsibilities

Welcome!

- Please feel welcome to ask questions. If you do not understand something, or if you find yourself stuck, **seek help**. In addition to the website and texts listed above, resources include your instructor, the English Help Centre, research librarians, counseling services, the **Eyē? Sqā'lewen** office, and the Centre for Accessible Learning.
- Please contribute to an atmosphere of mutual respect and collaboration. Speak and act with integrity and sensitivity, mindful of how one's words, actions, and attitudes affect others. Please listen carefully with an open mind, valuing differing viewpoints.
- Please use email for short and simple questions. Your instructor won't comment on assignment drafts over email or provide a summary on a lesson you have missed. If you don't receive a response to your email within 48 hours Monday-Friday, please resend it.
- Please drop by Paul 337 during posted office hours with questions, concerns, or just to say hello.

Before and During Class

- Read assigned materials carefully before class and be ready to participate in class activities, group work, and discussions. Regular attendance and class preparedness are essential for the successful completion of this course.
- Show up to class on time.
- Keep electronics on mute and out of sight. No cellphones, laptops, or other electronic devices are allowed in class without the permission of the instructor.
- Find a buddy or two at the beginning of the term and swap information so you can get the information you missed. If you must be absent from a class, it is your responsibility to catch up on missed work.

Tests and Assignments

- Completion of all major assignments is mandatory to successfully complete the course.
- Assignments are due in person at the beginning of class on the day they are scheduled. Computer problems are not an excuse.
- Assignments handed in late may be submitted through the class dropbox on D2L and will receive a 2% per day deduction and will not receive written feedback. Assignments will not be accepted one week after the deadline or beyond the class completion date. Once marked assignments have been returned to the class, late ones will no longer be accepted for submission without approval of the instructor.
- If you miss a test or the due date of an assignment, you must inform the instructor before the class. You will need a doctor's note to be granted permission to write a test at a later date.
- Please keep a photocopy or electronic copy of all the assignments you submit in case work is lost, damaged or misplaced. Also, save all graded assignments until the completion of the course.
- Assignments must be typed and double-spaced, using a 12pt Times New Roman font and must include the student's name, the title of the assignment, the name of the course, the instructor's name, and the date in the upper left corner of the first page.

Plagiarism

Students are expected to do their own writing on all assignments. You may get feedback on your writing from the English Help Centre (highly recommended). However, copying another person's writing; having someone else write all or even part of your composition; using another person's ideas without acknowledgement; and using another's sentence structures, while merely replacing words and phrases, are all plagiarism and will incur any or all of the penalties stated in the college calendar.

Any student found to have cheated on any assignment will automatically receive a mark of 0 on that assignment, and any instances of plagiarism may incur more severe penalties as outlined in the college calendar.

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.