



CAMOSUN COLLEGE
School of Access
English

103-002
Preparatory Academic Writing
Fall, 2019

COURSE OUTLINE

Course Description

This course prepares students for the demands of 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; and clarity and coherency of written ideas. Students will learn correct grammatical usage and informational/media literacy skills.

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

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.

1. Instructor Information

- (a) Instructor** Jen Guenther
- (b) Office hours** Tues. 2:30-3:30 and 5:00-6:00, Wed. 1:00-2:00, and Thurs 11:30-12:30
- (c) Location** Paul 331
- (d) Phone** 250-370-3306
- (e) E-mail** guentherj@camosun.bc.ca

2. Intended Learning Outcomes

Upon successful completion of this course, students will have demonstrated proficiency in the following areas:

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.

3. Required Materials

- (a) Texts: Dynes, Rhonda, et al. *Essay Essentials with Readings*. 7th ed., Nelson, 2019.
- (b) A three-ring binder with lined paper
- (c) Other: although not required, a compact dictionary and thesaurus are useful

4. Course Content and Schedule

Class Time: Monday and Wednesday 11:30-12:50

Class Dates: September 3 – December 7, 2019

Class Location: Y303C

5. Basis of Student Assessment (Weighting)

Assignment	Weight (%)
Introductory Email	2
Quizzes <ul style="list-style-type: none"> • Grammar (3) • Reading Comprehension (1) 	10 3
Summary Paragraph	5
Persuasive Essay <ul style="list-style-type: none"> • Essay • Revision 	15 5
In-Class Essay (Response to a Reading)	15
Research Assignment <ul style="list-style-type: none"> • Detailed Outline • Essay • Peer Edit • Presentation, including visual and/or auditory aid 	5 20 5 10
Class Participation, including attendance and punctuality	5
Total	100

6. Grading System <http://www.camosun.bc.ca/policies/policies.php>

A. 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	Minimum level of achievement for which credit is granted; a course with a D grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

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.

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

English Help Centre (EHC) - <http://camosun.ca/services/help-centres/> **Room: E202**

The EHC provides one-to-one support for writing, including organizing ideas, helping with grammar, generating thesis statements, providing essay feedback, etc. Also, EHC writing consultants offer free academic writing support in Ewing 202 for non-native English speakers taking 100+ level courses in any discipline. Ample time in each appointment is devoted to addressing ESL-related issues and academic writing expectations. Students can book online (for up to two writing consultations per week).

Centre for Accessible Learning (CAL) - <http://camosun.ca/services/accessible-learning/> **Room: LLC 152.** 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

Attendance and Punctuality

- Regular attendance and class preparedness are essential for the successful completion of this course. If you must be absent from a class, it is your responsibility to catch up on missed work. Find a buddy or two at the beginning of term and swap contact details so you can get the information you missed.
- 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 for permission to write at a later date.
- Come to class on time—arriving late is disruptive. Students arriving late may be denied permission to join the class.

Electronics

- No cellphones, laptops, translators, or other electronic devices are allowed in class without the permission of the instructor. Electronics should be turned off and kept out of sight.

Assignments

- Students are responsible for reading assigned materials carefully before class and to be ready to participate in class activities, group work, and discussions. Completion of all major assignments is mandatory to successfully complete the course.
- Assignments are due *in person* on the day they are scheduled *at the beginning of class*. Computer problems are not an excuse. Do not email assignments except in extenuating circumstances and with the prior approval of the instructor. Assignments handed in late will receive a 10% 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.
- 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.

Instructor Contact

- You are encouraged to come by my office during posted office hours. I'm always happy to chat about literature, grammar, writing, drafts, the course, etc. with students. If you can't make the office hours, let me know and we'll find a time that fits us both.
- Use email for short and simple questions only. I won't comment on assignment drafts over email or provide a summary on a lesson you have missed. If I haven't responded to your email within 24 hours Monday-Friday, assume I didn't get it and resend.

Classroom Community

- All class members are responsible for helping to create a respectful, supportive, collaborative, enjoyable, and productive learning environment. Students are expected to speak and act with integrity and sensitivity, mindful of how one's words, actions, and attitudes affect others. Students are expected to listen carefully with an open mind, valuing differing viewpoints.

Plagiarism

Students are expected to do their own writing and use their own ideas (unless properly cited) on all assignments. You may get feedback on your writing from the English Help Centre (Indeed, I highly recommend you get feedback from the Help Centre for any take-home writing assignments). 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.