CAMOSUN COLLEGE
School of Access
Community Learning Partnerships

ENGL 023
Academic Upgrading
Victoria Native Friendship Centre – VNFC S16
Fall 2020

COURSE OUTLINE

The calendar description is available on the web @ http://www.camosun.ca
_____

1. Instructor Information

(a)	**Instructor**	Mark Kunen
(b)	**Office hours**	By appointment
(c)	**Location**	Remote learning in cooperation with the Victoria Native Friendship Centre
(d)	**Phone**	250-370-4961 **Alternative:** 250-384-3211 VNFC ext. 2233
(e)	**E-mail**	kunen@camosun.bc.ca
(f)	**Website**	camosun.ca (Programs/Academic upgrading)

Note:
Required activities include free writing,grammar and punctuation lessons, and proof-reading practice. In order to assist students to achieve the learning outcomes, the instructor may suggest additional work, such as vocabulary development, reading for pleasure and reading stories to children, and letter writing. Next, I'll send you a paragraph about appointments with me, etc. Mark

2. 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 independently
- Move onto other tasks while waiting for help
- Attend to and participate in group discussions and activities
- Continue to develop some awareness of personal learning strengths
- Use mnemonic strategies
- Use time management skills to meet assigned deadlines and complete homework

Computer Skills
- Learn word processing skills to complete written assignments
- Name computer hardware components

Reading
Vocabulary and Phonic Development
- Expand sight and functional vocabulary
- Read and accurately sound out words, using a variety of word attack skills
- Demonstrate strategies for learning and remembering words
- Recognize and use antonyms, synonyms and homonyms

- Apply dictionary skills to find meanings

Comprehension Development
- Pre-read and self-question: Do I understand?
- Begin to use context clues
- Identify subject, main idea, details and sequence of a short passage
- Summarize short passages
- Apply critical thinking skills to identify fact versus opinion

Writing
Communication
- Copy short messages and text (phone, class notes) accurately
- Complete a variety of simple forms and documents

Grammar and Expression
- Identify subject and verb in a simple sentence
- Correctly use simple past, continuous, present and future verb tenses in simple sentences and paragraphs
- Write capitals for proper nouns
- Use compound words and contractions
- Apply dictionary skills to find spelling

Writing Process and Paragraphs
- Generate, organize and write ideas
- Write complete simple sentences
- Use paragraphs format: topic sentence, supporting details and conclusion

3. Required Materials

Gage Canadian Dictionary
Roget's Thesaurus
Vocabulary Boosters 1
Instructor-selected reading materials
Student-selected reading materials

4. Course Content and Schedule

Class Schedule: online, cell/landline, email
VNFC S16
VNFC S16B
Start Date: Sept.8, 2020   End Date: Dec. 10, 2020

5. 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
Reading vocabulary	In exercise and/or writing	
Dictionary Skills	On-going	Use a dictionary for finding meanings, and for locating
Stories and Passages	6 Responses	Give written and oral responses to readings including identifying main idea, details and sequence; answering comprehensive

		questions including inferential interpretations; summarizing text
Forms and Documents	Complete 2	Complete forms and/or documents
Beginning Paragraphs	Write 4	Use the writing process to generate and organize ideas and to write beginning paragraphs
Vocabulary	In exercises and/or writing, ,including self-selected words	Use compound words and contractions in writing
Punctuation and Capitalization	In exercises and/or writing	Use end punctuation and capitalization in writing
Grammar	In exercises and/or writing	As assigned by instructor
Assessment	Complete 1 or more, as needed	Achieve a score of level 7 or higher on the Canadian Adult Reading Assessment (CARA) or an equivalent score on a standardized reading test

6. Grading System

☐   Standard Grading System (GPA)

☒ **X**   Competency Based Grading System

7. 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	*Incomplete*: 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	*In progress*: 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	*Compulsory Withdrawal*: 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.