

Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.



**School of Access  
Community Learning Partnerships Department**

**ENGL 024 – S29  
Fall 2020**

**Fundamental English 4  
COURSE OUTLINE**

---

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

---

### **1. Instructor Information**

Instructor: Jennifer Bennett  
Location: ICMH  
Office hours: By appointment  
Email: [bennettj@camosun.ca](mailto:bennettj@camosun.ca)  
Phone: 250-370-3675

### **2. Class Information**

Class Schedule: Online in D2L, and by appointment with your instructor

### **3. Intended Learning Outcomes**

*At 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 on to 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 (Recommended)**

- Learn word processing skills to complete some writing assignments

#### **Reading**

##### *Vocabulary Development*

- Actively build new vocabulary
- Expand word attack skills
- Recognize and use antonyms, synonyms and homonyms

##### *Comprehension Development*

- Pre-read and reflect on short written passages
- Expand the use of context clues
- Identify subject, main idea, details and sequence of a short passage
- Answer comprehension questions based on text
- Summarize longer passages
- Differentiate between literal and inferential meanings

##### *Literature*

- Analyze characters in text

#### **Writing**

##### *Expression*

- Use compound words, contractions, possessives and plurals

- Use capitals for proper nouns
- Use commas in a series and in compound sentences
- Apply dictionary and thesaurus skills

**Grammar**

- Identify subjects and verbs in simple sentences
- Employ consistent verb tense
- Use most irregular verbs correctly
- Use modifiers effectively

**Communication**

- Complete a variety of forms and documents

**Writing Process and Paragraphs**

- Generate and organize ideas
- Write simple and compound sentences
- Write paragraphs: topic sentence, supporting details, concluding sentence
- Write short narrative and descriptive paragraphs with complete sentences

**4. Required & Recommended Materials**

- *Gage Canadian Dictionary*
- *Roget's Thesaurus*
- *Active Reader 4* by Linda Kita-Bradley
- *Vocabulary Boosters 2* by Susan Rogers
- Instructor-and student selected reading materials

**5. Course Content**

English 024 focuses on promoting literacy skills in reading by refining reading strategies, differentiating literal and inferential meanings, applying critical thinking skills to analyze literature, and identifying facts and opinions. Writing literacy is developed through writing narrative and descriptive paragraphs and by actively building vocabulary.

**6. Basis of Student Assessment**

Students will build a portfolio of their work to be used as an evaluative tool in the assessment of their progress in the course.

| <b>Portfolio Activity</b>                      |                                | <b>Description</b>   |
|--|--------------------------------|--|
| Reading Vocabulary                             | In exercises and/or in writing | Read and use antonyms, synonyms and homonyms and complete vocabulary building exercises, including dictionary and thesaurus work.  |
| Literature                                     | In discussion and/or writing   | Analyze characters.  |
| Stories and Passages                           | 6 responses                    | Give written and oral responses to readings of stories and passages, including identifying main idea, details and sequence; answering comprehension questions; summarizing text. |
| Forms and Documents                            | Complete 2                     | Complete forms and documents.  |
| Beginning Narrative and Descriptive Paragraphs | Write 4                        | Use the writing process to generate and organize ideas and to write beginning paragraphs that include topic, concluding and support sentences.                                   |
| Punctuation and Capitalization                 | In exercises and/or writing    | Use commas in a list and in compound sentences and apply capitalization rules.   |
| Grammar  | In exercises and/or writing    | In writing activities and exercises use consistent verb tense and identify subjects and verbs.   |
| Assessment                                     | Complete 1 or more as needed   | Achieve a score of level 6 or higher on the Canadian Adult Reading Assessment (CARA) or an equivalent score on a standardized reading test.                                      |

**6. Grading System**

*(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)*

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

Standard Grading System (GPA)

Competency Based Grading System

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

## 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.

### 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

| <b>Grade</b> | <b>Description</b>  |
|--------------|---|
| 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.

| <b>Temporary Grade</b> | <b>Description</b>  |
|------------------------|---|
| 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. |