



**CAMOSUN COLLEGE**  
**School of Access**  
**English**

**103-D02**  
**Preparatory Academic Writing**  
**Fall, 2020**

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## **COURSE OUTLINE**

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### **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>**

\* *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.*

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### **1. Instructor Information**

- (a) Instructor** Jen Guenther
- (b) Office hours** Mon. 11:30-12:30, Tues. 6:00-7:00pm, Wed. and Thurs. 1:00:-2:00
- (c) Location** On D2L's Collaborate
- (d) Phone** We can schedule phone appointments as needed
- (e) E-mail** [guentherj@camosun.bc.ca](mailto:guentherj@camosun.bc.ca)

**Important Note:** As the course instructor, my role is to guide you through learning the content and skills for this course. Do let me know if you're having tech troubles, but I am NOT tech support. For tech support, contact [desupport@cammosun.ca](mailto:desupport@cammosun.ca) If you're having tech troubles, it's best to get help immediately.

### **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) Computer access and Office 365 Suite (Word, Excel, Outlook, Teams, etc.). Free sign up for Office 365 Suite here: <http://camosun.ca/services/its/other-services.html>
  - o D2L accepts assignments as pdf or word documents only, so access to Microsoft word is provided by the college.
- (b) Textbook: Dynes, Rhonda, et al. *Essay Essentials with Readings*. 7<sup>th</sup> ed., Nelson, 2019. This textbook can be ordered in digital form or print form through the Camosun bookstore website.
- (c) Pens/pencils and paper for planning your writing by hand.
- (d) Access to a thesaurus and dictionary.

#### 4. Course Content and Schedule

**Class Time:** All classes are asynchronous (with options to meet together online) EXCEPT Monday, November 2 at 11:30-12:30 which is mandatory.

**Class Dates:** September 8 – December 12, 2020

**Class Location:** Online on D2L

#### 5. Basis of Student Assessment (Weighting)

Assignment	Weight (%)
Personal Introduction to Class in Discussion	3
Grammar Quizzes (3-4)	10
Summary Paragraph	7
Essay 1 – Response to a Reading (Timed Essay)	15
Essay 2 – Persuasive	15
Essay 3 – Research Essay	
• Proposal	5
• Essay	20
• Peer Edit	5
Presentation	10
Discussion Forum	10
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	Exceptional achievement	8
80-84	A-		7
77-79	B+	Very good achievement	6
73-76	B		5
70-72	B-		4
65-69	C+	Satisfactory achievement	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/english-upgrading.html>

The EHC provides one-on-one support for writing, including organizing ideas, helping with grammar, generating thesis statements, providing essay feedback, etc.

Also, the EHC offers free academic writing support for non-native English speakers in any discipline. Ample time in each appointment is devoted to addressing ELL-related topics and academic writing expectations. Students can book online (for up to two meetings per week) at <http://camosun.ca/services/writing-centre/appointments.html>.

**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.”

**Do connect with CAL early on as it can take time to put accommodations into place.**

## 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.

## Course Guidelines

### Instructor Responsibilities

- provide weekly learning materials, on time, based on the course's learning outcomes
- create lessons, exercises, assignments, and quizzes that reflect those learning outcomes
- respond with feedback to written work submitted on time
- keep live, online office hours each week
- Respond to student-posted queries in the Questions forum (in Discussions) two times per week

### Student Responsibilities

- keep up with the course material provided in the weekly modules
- participate regularly and respectfully in the discussion forums
- complete module work, quizzes, and assignments on time
- submit assignments consisting of your own work (see plagiarism section below)
- ask for help when you need it or if you don't understand a concept
- familiarize yourself with and use the college's supports
- learn and adhere to the college's academic policies

### Further Information

- **Time Management.** This class is structured to be approximately three-four hours per week. Most of the work (apart from essay writing and research) will be achievable within this time frame. Staying on top of the work is essential to successfully complete this course; therefore, it's necessary to manage your time well and to schedule time once to twice a week to complete the course.
- **Weekly Modules.** Each week has a module consisting of a combination of readings, videos, grammar, exercises, assignments, and discussion questions for the forum. You are responsible for completing all mandatory module components on a weekly basis. There will be optional course elements as well, including real-time connections, for those wanting more connection with members of the class and extra practice.

- **Discussion Forum.** The Discussion forum is an essential component for creating a communicative environment that simulates an open classroom. This forum has two parts: 1) It's a space where we will hold regular class discussions 2) It's a place for you to ask questions of me and of your classmates. If you have a question, likely others do too, so please post your questions here.
- **Assignments.** Assignments are due on the dates and times listed on the schedule. Late assignments will receive a 10% deduction and will not receive feedback. Assignments will not be accepted one week after the deadline or beyond the class completion date without prior approval of the instructor. **All major assignments must be completed to receive a passing grade in the course.**
  - **Do not email assignments** except in extenuating circumstances and with the prior approval of the instructor. Instead, assignments must be uploaded in D2L using the Assignments Tool.

### **Instructor Contact**

- **Office Hours.** You are encouraged to come chat with me during scheduled office hours, when I will be available on Collaborate on D2L. Here, we can talk face-to-face or use just the audio or chat components. I'm always happy to chat about grammar, writing, drafts, literature, the course, etc. with students. Come see me! If the posted office hours don't fit, let me know and we'll find a time that suits us both.
- Keep me in the loop. If something is occurring in your life making it difficult to impossible to keep up with the course, let me know. Perhaps we can figure out a way for you to complete the course. Don't silently disappear!
- Email. Please use email for short and simple questions only. I won't comment on assignment drafts over email, but I'm happy to look at your work during office hours using Collaborate where we can discuss your assignment together.
  - If I haven't responded to your email within 24 hours Monday-Friday, assume I didn't get it and resend. (I'm never ignoring you ☺)

### **Classroom Community**

- We are all responsible for creating a respectful, supportive, collaborative, enjoyable, and productive online learning environment. Class members are expected to participate with integrity and sensitivity, mindful of how one's words, actions, and attitudes affect others, and are expected to consider other viewpoints with an open mind, valuing differing viewpoints.

Inspired by S. Quigley.

## **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.