



CAMOSUN COLLEGE
School of Access
Department of English

English 130 - D01
English for Careers
Fall Semester/2020

COURSE OUTLINE

Calendar Description: This access course is for all technologies. It focuses on basic composition and critical reading techniques. Students learn to write paragraphs that they can apply to technical writing formats concisely and grammatically. Students analyze diverse reading material for elements of meaning, significance and style.

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

Instructor	Kimberly Lemieux
Office hours	By appointment
Location	Collaborate Classroom
Phone	Please email
E-mail	lemieuxk@camosun.bc.ca

2. Intended Learning Outcomes

Writing Formats

- write single and multi-paragraph reports for various purposes and audiences
- select and use report formats purposefully (progress, analysis, incident, field, complaint)

Writing Techniques

- write more effectively by employing various stages of the writing process which may include pre-writing, planning, drafting, conferring, revising and editing/ proofreading

Writing Structure

- shape content purposefully using the direct writing approach (summary, background, facts, action or results)

Writing Style

- analyze the informational needs and backgrounds of various audiences and vary style purposefully through manipulating language and vocabulary
- write in a style that exhibits brevity, clarity and plain language

Writing Integrity

- recognize and correct errors in grammar, spelling and punctuation in own writing and writing of others

Reading Strategies

- learn to read using four techniques (skimming, scanning, analysis and interpretation)
- recognize and evaluate different rhetorical modes
- quote, paraphrase and summarize correctly with critical understanding of selected readings
- evaluate argument, support, and evidence for validity, reliability, currency, and objectivity
- distinguish between implicit and explicit messages in technical and professional communications

3. Required Materials

- (a) A binder or folder to store handouts
- (b) A good dictionary

4. Class Information

English 130 is being offered as an asynchronous online course. I will also hold optional, live weekly work sessions in my Collaborate classroom, which is accessible through our D2L course homepage (Collaborate).

5. Course Content and Schedule

See the ENGL 130 Schedule for an outline of class topics.

6. Basis of Student Assessment (Weighting)

Assignment	Weight	Due Date*
Orientation Quiz	C/I	Sunday, Sept. 13
Diagnostic	C/I	Sunday, Sept. 13
Paragraph Assignment	10%	Sunday, Sept.27
Technical Description	10%	Sunday, Oct. 4
Grammar Practice Exercises 1 - 4	4%	Due Sunday of each week
Grammar Quiz	7%	Thursday, Oct. 15 (24 hrs)
In-Class Memo	15%	Thursday, Oct. 29 (24 hrs)
Executive Summary	13%	Sunday, Nov. 22
Grammar Practice Exercises 5-10	6%	Due Sunday of each week
Memo Report	25%	Sunday, Dec. 13
Final Grammar Test	10%	Thursday, Dec. 10 (24 hrs)

7. Grading System

X	Standard Grading System (GPA)
	Competency Based Grading System

8. Attendance, Expectations, Other

English 130 Class Policies

You can expect your instructor to

- teach to the course goals
- give clear instructions for assignments and exercises
- advise and support students in their coursework
- treat students with respect
- be available during office hours or, if necessary arrange an alternative time to meet
- evaluate students fairly, based on criteria provided to students beforehand
- return assignments in a timely manner
- give useful feedback

Your instructor will expect you to

- keep up with course material in D2L
- prepare for class by completing readings and assigned work on time
- actively participate in class activities
- ask questions if you need clarification
- submit your own, original work
- use instructor comments and feedback to improve future work
- cooperate with an act respectfully toward other students and the instructor
- communicate with the instructor about problems or concerns as soon as possible

Additional Policies

Guidelines for preparing and submitting written assignments

All formal written assignments for this course should be typed according to the assignment requirements. All papers should be clearly marked with your name and submitted on time, as a PDF, through D2L Assignments.

Late and Missing Assignments – Late assignments will only be accepted for 5 school days past the due date, will lose 10%, and will receive a grade only (no comments). If you must hand in something late, please communicate with me by email beforehand.

- Requests for extensions (up to 5 days) made prior to the assignment due date will be considered on a case-by-case basis.
- I do not allow re-writes of any kind. Please submit your best work the first time. Before you submit your work, make use of my office hours, the Writing or Help Centres, and the course materials to ensure your work achieves the highest grade possible.
- Please do not email assignments to me. Please submit your work to D2L.
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For Your Records – Be sure to keep all rough drafts, final drafts and graded assignments until the end of term. In the event of a computer failure or a grade discrepancy, these documents will be critical. Always, always back up your files. If you don't already have cloud-based file storage, consider using one of the many file storage platforms available. See me if you'd like more information.

Make use of Office Hours

Your writing strengths and weaknesses are uniquely yours. Email me if you are having trouble with your grammar units or if you are unsure about any aspect of an assignment. Consultation is also useful after assignments have been graded; the best way to improve for the next assignment is to make sure you understand how to avoid the difficulties in the current assignment. Email me with an appointment request, and I will make time to meet with you.

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

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://www.camosun.bc.ca>

STUDENT CONDUCT POLICY

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.
<http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.pdf>

ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.
<http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>

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
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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://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/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.

ENGL 130 ONLINE (D01) Schedule (Fall Semester, 2020)

This **tentative** schedule outlines weekly topics and major assignments for English 130. The schedule is subject to change.

Date	Topics	Assignments	Due
Week 1 Sept. 8-11	Topics: Course Introduction Planning, Audience, Purpose, Form	Orientation Quiz and Diagnostic Email	Sept. 13
Week 2 Sept. 14-18	Topics: Paragraph Structure <i>Grammar Block 1</i>	Grammar Practice Quiz 1 – Parts of Speech	Sept. 20
Week 3 Sept. 21-25	Topic: Rhetorical Modes Part 1 <i>Grammar Block 2</i>	Grammar Practice Quiz 2 - Sentences Paragraph Assignment	Sept. 27 Sept. 27
Week 4 Sept. 28-Oct 2	Topic: Style in Technical Writing/Revision Reading Strategies Part 1 <i>Grammar Block 3 Peer Edit (optional)</i>	Grammar Practice Quiz 3 – Run-ons Technical Description	Oct. 4 Oct. 4
Week 5 Oct. 5-9	Topics: Workplace Correspondence Incident Reports <i>Grammar Block 4</i>	Grammar Practice Quiz 4 - Fragments	Oct. 11
Week 6 Oct.12-16	Topic: <i>Grammar Review</i>	Grammar Midterm Quiz	Oct. 15 (60 min - 24 hr quiz access)
Week 7 Oct. 19-23	Topics: Rhetorical Modes Part 2 <i>Grammar Block 5</i>	Grammar Practice Quiz 5 – Subject/Verb Agreement	Oct. 25
Week 8 Oct. 26-30	Topic: Test – taking Strategies <i>Grammar Block 6</i>	Timed Write: Memo Grammar Practice Quiz 6 - Pronouns	Oct 29 (90 min- 24h quiz access)

			Nov. 1
Week 9 Nov. 2-6	Topic: Writing Executive Summaries <i>Grammar Block 7</i>	Grammar Practice Quiz 7- Commas	Nov. 8
Week 10 Nov. 9-13	Topic: Reading Strategies Part 2 <i>Grammar Block 8</i>	Grammar Practice Quiz 8 - Modifiers	Nov 15
Week 11 Nov. 16-20	Topic: Memo Reports <i>Grammar Block 9</i>	Executive Summary Grammar Practice Quiz 9 – Semi-colons and Colons	Nov. 22 Nov. 22
Week 12 Nov. 23-27	Topic: Document Design <i>Grammar Block 10</i>	Grammar Practice Quiz 10 - Apostrophes	Nov. 29
Week 13 Nov. 30- Dec 4	Editing/Revision	Peer Edit	Dec. 6
Week 14 Dec. 7-11	Grammar Review	Grammar Test Memo Report	Dec. 10 Dec. 13

Assignment	Weight	Due Date*
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Diagnostic	C/I	Sunday, Sept. 13
Paragraph Assignment	10%	Sunday, Sept.26
Technical Description	10%	Sunday, Oct. 4
Grammar Practice Exercises 1 - 4	4%	Due Sunday of each week
Grammar Quiz	7%	Thursday, Oct. 15 (24 hrs)
Timed Write Memo	15%	Thursday, Oct. 29 (24 hrs)
Executive Summary	13%	Sunday, Nov. 22
Grammar Practice Exercises 5-10	6%	Due Sunday of each week
Memo Report	25%	Sunday, Dec. 13
Final Grammar Test	10%	Thursday, Dec. 10 (24 hrs)

* All assignments are due by midnight of the due date specified on the schedule.

***NOTE:** Students must demonstrate adequate writing ability by receiving at least 60% on the in-class memo to pass the course. If a student does not achieve this score, he/she will have the opportunity to complete one in-class rewrite. If the student still does not achieve 60%, he/she will not be able to pass the course.