School of Access: Academic and Career Foundations Department

ENGLISH 058 Intermediate English/Careers/Trades Course Outline

Carpentry, Horticulture, Auto-mechanics, Heavy Duty, Diesel, Plumbing, Gas-Fitting, Sheet Metal, Aircraft Sheet Metal, Welding

Adult learners will develop communication skills required for entry into Carpentry, Horticulture, Automotive Mechanic, Heavy Duty Mechanic, Plumbing, Gas-Fitting, Sheet Metal, Aircraft Sheet Metal and Welding Trades Programs. Writing skills and reading skills will be developed and improved. This course cannot be used as a prerequisite for ENGL 092.

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 and Course Information

Class Location: Online (via D2L)   Online writing support: By appointment through this link

Instructor: Atulah Kennedy   kennedya@camosun.bc.ca   Phone: 250-370-3983

Office Hours by Appointment: Please feel free to email or call me anytime. I suggest emailing me to request an appointment whenever it would be helpful to have a more extended conversation with me. (Appointments are available Mon-Thurs 10am-8pm).

Course Type: All our classes are self-paced, meaning that students complete the course outcomes and assignments at a pace that best suits their lifestyle.

- Students work on various courses and progress at their own pace. They have a responsibility to work hard, attend class and/or meetings, and ask for support when needed.

- Students update the instructor weekly regarding how they are doing with course assignments.

- After getting to know each student, the instructor determines how to effectively support each student's learning.

- Students attend additional appointments with the online writing consultant to further support their learning.

- **Because this is an online course, it will <u>not</u> be necessary to go onto the campus this semester**.

2. Intended Learning Outcomes

Upon successful completion of this course, a student will be able to:

- Read a variety of materials for a variety of purposes, including literal and inferential comprehension, skimming and scanning, summarizing, interpretation and evaluation, research and study to approximately the grade 11 level.

- Use various skills and strategies to build vocabulary and will be able to understand vocabulary in context to approximately the grade 11 level.

- Revise and edit work to improve content, organization, word choice, phrasing, sentence and paragraph structure, spelling, punctuation, and grammar.

- Compose focused, organized, well-supported types of compositions for a variety of purposes, including expository paragraphs, summaries, cover letters, business letters, resumes, reading logs, and reports or business plans or proposals.

- Demonstrate various student-success strategies, including note-taking.

- Explore strategies to distinguish distracters from answers on multiple-choice tests.

3. Required and Recommended Materials

- Resources will be provided on D2L. No texts are needed or required.

- Access to a computer with Internet, access to email, and ability to save assignments

- Current students can borrow a laptop from Camosun by following instructions provided at this location: https://camosun.libwizard.com/f/laptops. (Please scroll all the way to the bottom of the page and click "begin" in order to open the correct form for borrowing a laptop.)

- If you need access to wifi, you may submit the form higher up on the same page (https://camosun.libwizard.com/f/laptops) for requesting a "hot spot."

- Students can also download and use (for free) the full Office 365 suite (which includes MS Word, Excel, PowerPoint, and Outlook) through this location: http://camosun.ca/services/its/other-services.html .

4. Recommended Materials to Assist Students to Succeed Throughout the Course

Camosun Library's Website has resources at https://camosun.libguides.com/CSSCHome, and any (free) online dictionaries or grammar checkers might also be helpful. If additional materials would be helpful, they will be provided by the instructor. If you'd like support with anything, please let your instructor know.

5. Schedule

- Class meeting times for each section: DS03: 5:00-8:00pm Mon & Wed; DS05: 5:00-8:00pm Tues & Thurs; DS06: 12:30-3:30pm Tues & Thurs. In addition, this course includes lab time (additional appointments with the instructor or a writing consultant).

- During class times, the instructor will meet with students online in the "Collaborate" video chat area of the D2L site. To reduce student wait times and ensure that all students can access the instructor, students will be assigned a specific meeting time for their weekly appointments with the instructor. These meetings are very important for your success in the course, so if you're not able to attend your scheduled meeting on a particular date, please contact the instructor in advance to reschedule it.

- During the weekly meetings, which usually last approx. 15 minutes, attendance will be recorded, progress will be logged, questions will be answered, any confusion will be cleared up, and plans regarding your work over the next few days will be discussed.

- In addition, please contact the instructor via email or phone any time you have a question. Additional appointments to consult more extensively can be made at times that are convenient for you, especially if there are concerns about how to successfully complete assignments.

- Students will follow an (individually-adaptable) timeline for assignment completion which will become the student's anticipated due dates for assignments and course completion.

- It is expected that students will:
    o Work approximately 10 hours/week on assignments (including during class time) if they hope to complete the course in one semester.

    o Consult regularly with the instructor (at least once a week during class time).

    o Make and attend several appointments with the writing consultant. These sessions are considered your lab time.

    o Complete assignments in the order they are assigned.

    o Submit each assignment as soon as it has been completed, so that feedback about the assignment can be provided before the student works extensively on the next assignments.

    o Work independently on all assignments unless other arrangements are made with the instructor.

    o Make and attend additional appointments with the instructor (as needed).

    o Ensure that all work submitted for the course is 100% the work of the student submitting the assignment and that no portions of the work have been produced by others (unless appropriate MLA style documentation is provided within the assignment and detailed on an attached works cited page).

Academic honesty: If an assignment requires research, a major requirement is the appropriate citation of all sources used. If an assignment doesn't require research, do not refer to outside sources. Please review the "Academic Honesty Guidelines for Students in the School of Access and IECC" in D2L and let me know if you have questions. This course includes a mini-lesson in "Welcome Week" to ensure that students understand academic concerns about plagiarism and how to prevent it.

5. Basis of Student Assessment

Students will complete assignments to help them achieve the learning outcomes for the course. Marks will be assigned according to this chart.

Category	Assignment	Value	Suggested	Goal Date
Introduction	Welcome Week assignments	5	Week 1	
Participation	Communication with the instructor	5	Ongoing	
Paragraph Writing	Expository	5	Week 1	
Grammar and Punctuation	Compound/complex Apostrophes Misplaced modifiers Parallel structure Commas	2 2 2 2 2	Week 1 Week 2 Week 3 Week 4 Week 5	
Business Writing	Résumé Cover letter Business letter	10 5 5	Week 2 Week 3 Week 3	
Reading Analysis	Read, log, take notes, summarize, and analyze 2 reading selections	10	Week 4	
Career-related Glossary	20-30 terms	5	Week 5	
Research Report	Report proposal Bibliography First draft Report final version	5 5 10 10	Week 5 Week 6 Week 6 Week 7	
Multiple-Choice Quiz	Design a five question multiple choice quiz	5	Week 8	
Quiz Pilot	Pilot & mark quiz	5	Course end	

7. Grading System

☒ Letter Grades   Refer to Grading Policy (at http://www.camosun.bc.ca/policies/policies.php or the College Calendar) for specific information regarding these systems)

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 CONDUCT
The purpose of this policy is to provide clear expectations of appropriate academic and non-academic student conduct and to establish processes for resolution of conduct issues or the imposition of sanctions for inappropriate conduct.
http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.1.pdf

STUDENT GRADING POLICY
The purpose of this policy is to ensure that grading and promotion are consistent and fair.
http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf

ACADEMIC PROGRESS POLICY
The purpose of this policy is to enhance a learner's likelihood of success and to encourage the learner to use College resources effectively. http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf

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Please search on the Camosun Website to learn more about Camosun's learning supports and other services that promote student success:

Aboriginal Services (Educational, cultural)
Academic Advising
Assessment Testing
AudioVisual Services & Equipment
Bookstore
Cafeterias & Restaurants
Camosun College Student Society
Career Resource Centre
Center for Accessible Learning
Child Care
Computer Labs
Counselling (Career, Educational, Personal & Cultural)
Dental Clinic
Financial Aid & Awards
First Nations Student Association
Fitness & Recreation

Help Centres (tutoring for English, Math)
Housing Registry Online
Library
Lockers
Medical Coverage & Accident Insurance
Nexus Student Newspaper
Ombudsman
Personal Safety
Photocopying & Printshop
Sexual Health Clinic
Student Clubs
Student Navigators
Student Employment Services
Student ID/Library Cards/U-Pass
Student Bus Pass
Wireless networking
Women's Centres

Camosun services are here to help you succeed in and out of the classroom. Our goal is to provide you with the best learning experience possible. Detailed information about services for students is available on the Camosun website at: http://camosun.ca/services/. Please ask your instructor for support if there's anything you need.