



CAMOSUN COLLEGE
School of Access
English

092-D01
Provincial English Composition
Winter, 2021

COURSE OUTLINE

Course Description

Students in this course will be provided practice and instruction in critical reading and be able to demonstrate creative and critical thinking. Students will practice and receive instruction in the planning, writing, and revising of paragraphs and essays, so as to prepare them for college writing. Students will also learn to gather, evaluate, synthesize, and organize information into a research paper as well as deliver a research-based oral presentation. This course prepares students for post-secondary academic English courses.

Note: English 092 combined with English 094 is equivalent to Provincial English 12.

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.*

1. Instructor Information

- (a) Instructor** Jen Guenther
- (b) Office hours** Tues. 11-12pm and Thurs. 10:30-11:30am
- (c) Location** In Collaborate on our D2L site
- (d) Phone** We can schedule phone appointments as needed
- (e) E-mail** 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 the Service Desk via phone 250-370-3068 or email itsservicedesk@camosun.bc.ca. If you're having tech troubles, it's best to get help immediately.

2. Intended Learning Outcomes

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

1. Critical and Creative Thinking

- a) Evaluate argument for validity, reliability, currency, and objectivity
- b) Recognize elements of clear communication
- c) Demonstrate organizational thought processes to solve problems

- d) Demonstrate an awareness of how communication formats influence language choices and usage
- e) Record, organize and store information read, heard or viewed
- f) Support a position by citing specific details from what has been read, heard or viewed
- g) Explore diverse perspectives to develop or modify one's point of view
- h) Assess one's own knowledge and use of language
- i) Assess information for completeness, accuracy, currency, relevance, balance or perspectives and bias
- j) Analyze different presentations of the same information to reconsider positions
- k) Assess ways in which language reflects and influences values and behaviour

2. Reading and Reference

- a) Evaluate the effectiveness of one's own and others' written material using criteria that include the following: plain language, coherence and organization, consistency in the application of usage conventions; relevance to argument of supporting evidence and examples; appropriateness of intended purpose and audience; attention to detail
- b) Summarize, make inferences, draw conclusions and critically evaluate
- c) Paraphrase main ideas in written material
- d) Distinguish between implicit and explicit messages
- e) Apply prior knowledge and experience to assist understanding of new material
- f) Use a variety of strategies and sources to gather and evaluate information, including print sources, library resources and the Internet
- g) Interpret details and draw conclusions from information presented in a variety of print and graphic formats, including electronic formats

3. Written Communication

- a) Plan and write a variety of types of paragraphs and essays,
- b) edit own work fully for coherence and accuracy
- c) monitor spelling, grammar, mechanics and syntax using appropriate techniques and resources as required, including electronic technology
- d) write effectively, adjusting for audience, purpose and situation to inform, persuade, and interact in formal and informal situations
- e) organize information and ideas to clarify thinking and achieve desired effect
- f) understand and avoid plagiarism
- g) produce writing on demand
- h) gather, evaluate, synthesize, and organize information into a research paper of approximately 1500 words using an appropriate documentation style (e.g. APA, MLA or Chicago)

4. Speaking and Listening Skills

- a. interact effectively in formal or informal situations
- b. adjust speaking style to suit audience, purpose and situation
- c. give and respond to feedback during oral presentations
- d. use effective presentation aids to enhance communications
- e. deliver a research-based oral presentation to inform or persuade and respond effectively to feedback
- f. demonstrate a critical understanding of arguments

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>
- D2L accepts written 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*. 7th ed., Nelson, 2019. This textbook can be ordered in print form through the Camosun bookstore website or in electronic textbook through Vital Source for immediate download: www.vitalsource.com/en-ca/products/essay-essentials-with-readings-dynes-norton-green-v9780176798819
- (c) Pens/pencils and paper for planning your writing by hand.

4. Course Content and Schedule

Class Time: This class is predominantly asynchronous with a few synchronous classes and options to meet together online.

Synchronous class dates are on the following Thursdays: Jan 14, Feb 11, Feb 25

Class Dates: January 14 – April 15, 2021

Class Location: Online on D2L

5. Basis of Student Assessment (Weighting)

Assignment	Value (%)
Grammar Tests (3-5)	10
Personal Introduction	Pass/Fail 3
Summary Paragraph	7
Essay 1 – Persuasive	15
Research Assignment	
Proposal	5
Essay 2 – Research	20
Peer Edit	5
Presentation	10
Essay 3 – Compare/Contrast Essay (Timed Essay)	15
Discussion Forum	10
Total	100

6. Grading System <http://www.camosun.bc.ca/policies/policies.php>

Letter Grades

Competency Based

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

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.

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, Student Ancillary Fees, Academic Integrity, Grade Review & Appeals, Student Misconduct and Academic Accommodations for Students with Disabilities 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
- maintain 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 and when 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 six-eight hours per week, and most of the work (apart from some 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 two to three times a week to complete the weekly modules.
- **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 extra practice or more connection with members of the class.
- **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 in response to class readings
 - 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 there.
- **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 writing 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.

Instructor Contact

- **Office Hours.** You are encouraged to come chat with me during scheduled office hours, when I will be available on Collaborate in 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, *do* get feedback from the Help Centre on any un-timed 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.

Any student found to have cheated on any assignment will incur penalties as outlined in the college calendar.