COURSE SYLLABUS

COURSE TITLE: English 092

CLASS SECTION: D03

TERM: Fall 2021

COURSE CREDITS: 3

DELIVERY METHOD(S): Asynchronous, online

For COVID-19 information please visit https://legacy.camosun.ca/covid19/index.html.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Brenda Proctor

EMAIL: Proctorb@camosun.bc.ca

OFFICE: Paul 339

HOURS: By appointment/ TBA

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR 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.

COURSE LEARNING OUTCOMES / OBJECTIVES

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 to 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

These outcomes conform to and reflect the BC Articulation Handbook recommendations. While a number of these outcomes are listed by BCCAT under the "Essential" Provincial Level, all the required outcomes for a "Literature-Based" Provincial Level course are covered by the combination of English 092 and English 094.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

(a) Texts: Norton, Sarah, Brian Green, and Rhonda Dynes. *Essay Essentials*. (7th Ed.) Nelson, 2019.

(b) *LaunchPad Solo for Readers and Writers* Digital Access codes via 9781457656255, Macmillan.

(c) Reliable internet service, 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 assignments as PDF or Word documents only, so access to Microsoft Word is provided by the college.

(d) Email access. Please check your email regularly while taking this course. D2L has a separate email system—once you log in to D2L, be sure to go into email settings and arrange to have D2L email forwarded to an email address that you check regularly (or check your D2L email regularly).

(e) Scheduled midterm. Our course is asynchronous and has no final exam; however, we have one scheduled online midterm booked for October 20 at 1pm. If this time does not work for you, please contact your instructor as soon as possible and before September 17, 2021 in order to arrange an alternate time.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

Class Time: Each week's material will become available on Mondays at 1pm. Assignments and

participation requirements are due throughout each week (see attached schedule).

Class Dates: Sept 7, 2021-Dec 11, 2021

Class Location: online.camosun.ca

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

DESCRIPTION		WEIGHTING
Paragraph Assignment		5%
Summary Assignment		5%
Personal Narrative Essay		5%
Discussion and Writing Practice Forum participation		20%
Midterm Content Quiz and Essay		15%

Research Essay
    Proposal with Bibliography (required for essay topic approval)
    Peer Review 5%
    Research Essay 20%
    Research Presentation 10%
		35%

Grammar on Launchpad		15%
	TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information.
http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE GUIDELINES & EXPECTATIONS

Instructor Responsibilities

- Provide weekly learning materials, on time, based on the course's learning outcomes

- Grade assignments and provide feedback when appropriate (ideally within two weeks of due dates)

- Meet with students during office hour

- 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 needed and if you don't understand something

- Familiarize yourself with and use the college's supports

- Learn and adhere to the college's academic policies

Additional Information

- Please feel welcome to ask questions. If you do not understand something, or if you find yourself stuck, **seek help**. In addition to the website and texts listed above, resources include your instructor, the English Help Centre, research librarians, counseling services, the **Eyē? Sqâ'lewen** office, and the Centre for Accessible Learning.

- Please contribute to an atmosphere of mutual respect and collaboration. Speak, write and act with integrity and sensitivity, mindful of how one's words, actions, and attitudes affect others. Please listen and read carefully with an open mind, valuing differing viewpoints.

- Please use the discussion forum help area for short and simple questions. If your question is more personal, such as about the need for an extension, please email your instructor. Your instructor won't comment on assignment drafts over email. If you have questions or concerns about anything pertaining to the course, please email your instructor at any time. If you don't receive a response to your email within 48 hours Monday-Friday, please resend it.

- Please book times to meet with your instructor as needed.

Online Class Time

- **Weekly Modules**. Each week has a module consisting of a combination of readings, videos, exercises, assignments, and discussion questions for the forum. Modules can be found in the Content area of D2L, under Week numbers 1-14. Weekly grammar videos and assignments can be found on Launchpad. You are responsible for completing all modules (in Content in D2L) and assigned Launchpad components (in Launchpad) on a weekly basis.

- **Time Management**. Regular attendance and course work are essential for the successful completion of this online course just as it would be for a face-to-face course. Be sure to have a time management plan in place, so you schedule regular intervals to work on the course (plan on 3-4 hours of class time plus additional time for research and essay writing). There are deadlines every week, so be sure to keep track of your responsibilities.

- **Discussion Forum.** The Discussion forum is an essential component for creating a communicative environment that simulates an open classroom. This forum has three 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 there); 3) It's a space where you will sometimes break out into small groups for writing practice assignments.

Tests and Assignments

- Completion of all major assignments is mandatory to successfully complete the course.

- If not otherwise noted, assignments will be due in the Assignments area on D2L before the posted deadline. Computer problems are not an excuse.

- Assignments handed in late will receive a 2% per day deduction and will not receive written feedback. Assignments will not be accepted one week after the deadline or beyond the class completion date. Once marked assignments have been returned to the class, late ones will no longer be accepted for submission without approval of the instructor.

- If you need to miss a test or the due date of an assignment, you must inform the instructor before the due date. You will need a counsellor's or doctor's note to be granted permission to write a test at a later date, and it must be written within two weeks of the original test date.

- Please keep a photocopy or electronic copy of all the assignments you submit in case work is lost, damaged or misplaced. Also, save all graded assignments until the completion of the course.

- Assignments must be typed and double-spaced, using a 12pt Times New Roman font and must include the student's name, the title of the assignment, the name of the course, the instructor's name, and the date in the upper left corner of the first page.

SCHOOL OR DEPARTMENTAL INFORMATION

D2L Materials

Please note that course material is designed for use as part of English 092 at Camosun only and is the property of the instructor and Camosun unless otherwise stated. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course or fall under an exception or limitation in Canadian Copyright law. Copying this material for distribution (e.g. uploading material to a commercial third-party website) can lead to a violation of Copyright law.

Plagiarism

Students are expected to do their own writing on all assignments. You may get feedback on your writing from the English Help Centre (highly recommended). 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.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit http://camosun.ca/students/.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities
The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:
http://camosun.ca/services/accessible-learning/

Academic Integrity
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy
Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course
Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

Medical / Compassionate Withdrawals
Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit

http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.