



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

**103-002**  
**Preparatory Academic Writing**  
**Fall, 2021**

## **COURSE OUTLINE**

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Students in this course will be prepared to meet 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; clarity and coherence of written ideas. Students will learn correct grammatical usage and informational/media 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** Tues. 1-2, Wed. 10-1
- (c) Location** Paul 331
- (d) Phone** 250-370-3306
- (e) E-mail** guentherj@camosun.bc.ca

### **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 electronic-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 readings 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) Differentiate the elements of well-written paragraphs (topic sentences, details, evidence, examples, transitions)

- b) Organize and develop outlines for essays;
- c) 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, electronic presentations, *Word* documents, video);
- c) Communicate effectively using e-mail

### 3. Required Materials

- (a) Texts: Dynes, Rhonda, et al. *Essay Essentials with Readings*. 7<sup>th</sup> ed., Nelson, 2019.
- (b) Other: a dictionary and thesaurus are recommended but not required

### 4. Course Content and Schedule

**Class Time:** Tuesdays and Fridays 11:30-12:50

**Class Dates:** September 7 – December 11, 2021

**Class Location:** F310

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

Assignment	Weight (%)
Personal Introduction	Pass/Fail
Grammar Quizzes x3	10
Summary Paragraph	8
In-class Essay (Response to a Reading)	15
Persuasive Essay	20
Research Project	
• Proposal	5
• Essay	20

• Peer Edit	5
• Presentation	12
Class Participation, including attendance and punctuality	5
Total	100

## 6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

## 7. Recommended Materials to Assist Students to Succeed Throughout the Course

**English Help Centre (EHC)** - <http://camosun.ca/services/help-centres/> **Room: E202**

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

Also, EHC writing consultants offer free academic writing support for non-native English speakers taking 100+ level courses 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 writing consultations per week).

**Centre for Accessible Learning (CAL)** - <http://camosun.ca/services/accessible-learning/>  
**Room: LLC 152.** 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.”

## 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.

## A. 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

## 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.

## Instructor Responsibilities

- provide lessons, exercises, assignments, and quizzes that reflect the course's learning outcomes
- in a timely manner, respond with feedback to written work submitted on time
- maintain weekly office hours

## Student Responsibilities

- keep up with the weekly course material
- participate regularly and respectfully in classroom discussions
- complete 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 two to five hours per week outside of class, not including essay writing and research. Staying on top of the work is essential to successfully complete this course.
- **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 submitted in person.
- **Electronics.** No cellphones, laptops, translators, or other electronic devices are allowed in class without the permission of the instructor. **Electronics should be turned off and kept out of sight.**

## Instructor Contact

- **Office Hours.** You are encouraged to come chat with me during scheduled office hours, when I will be available in Collaborate in D2L. I'm always happy to chat about assignments, graded work, 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.
- **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.
  - 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 😊)
- **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!

## **Classroom Community**

- We're all responsible for creating a respectful, supportive, collaborative, enjoyable, and productive 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.