

**School of Arts & Science
DEPT**

**Course Abbreviation, Number & Title
Term & Year**

STOP: do not use - save as a different document

COURSE OUTLINE

ENVR 251, F, 2004

The Approved Course Description is available on the web

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Ω *Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for your records.*

1. Instructor Information

- (a) Instructor John Edwards _____
- (b) Office hours Tuesdays, 11:30-2pm _____
- (c) Location Fisher 314A _____
- (d) Phone 3210 _____ Alternative 250-245-3271 _____
- (e) E-mail Edwards@camosun.bc.ca _____
- (f) Website _____

2. Intended Learning Outcomes

(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)

As written previously

3. Required Materials

- (a) Texts There is no required text

- (b) Recommended texts are: The Oxford English Dictionary Of Current English;
A Canadian Rhetoric Standard Reference Guide

4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

Tuesdays, 8:30-11:30, Young 210

5. Basis of Student Assessment (Weighting)

(Should be linked directly to learning outcomes.)

(a) Written Assignments (Definitions; Descriptions; Summaries; Abstracts; Memoranda; Manuals; Literature Reviews): 60%

(b) Quizzes and orals: 10%

(c) Exams: Final Examination: 30%

(d) Other (e.g. Project, Attendance, Group Work): included as part of written assignments which are assigned and edited weekly

6. Grading System

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Insert appropriate approved grading system – see last page of this template.)

The following percentage conversion to letter grade will be used:

A+ = 95 - 100%

A = 90 - 94%

A- = 85 - 89%

B+ = 80 - 84%

B = 75 - 79%

B- = 70 - 74%

C+ = 65 - 69%

C = 60 - 64%

D = 50 - 59%

F = 0.0 - 49%

7. 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, Registrar's Office or the College web site at

<http://www.camosun.bc.ca>

ACADEMIC CONDUCT POLICY

There is an Academic 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.

www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html