

	<p><b>School of Arts &amp; Science</b>  <b>ENGLISH DEPARTMENT</b></p> <p><b>ENGL 150-015</b>  <b>English Composition</b>  <b>2007W</b></p>
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## COURSE OUTLINE

The Approved Course Description is available on the web @ \_\_\_\_\_

Ω Please note: this outline will be electronically stored for five (5) years only.  
It is strongly recommended students keep this outline for your records.

### 1. Instructor Information

(a)	Instructor:	Kelly Pitman		
(b)	Office Hours:	Monday and Wednesday: 9-10:30; Thursday: 2:30-3:30		
(c)	Location:	P218		
(d)	Phone:	3362	Alternative Phone:	
(e)	Email:	pitman@camosun.bc.ca		
(f)	Website:			

### 2. Intended Learning Outcomes

*(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)*

Upon completion of this course the student will be able to:

1. Write expository prose for various purposes and audiences.
  - Develop a mature writing process, which may include prewriting, planning, drafting, conferring, revising and editing/proofing.
  - Select and use rhetorical patterns purposefully.
  - Write correct, clear, cohesive, and effective English.
  - Vary style purposefully through manipulating sentence rhythms, sentence variety, vocabulary and figurative language.
2. Read mature expository and persuasive prose by student and professional writers.
  - Vary their reading approach for different purposes such as research and criticism.
  - Analyze expository prose by identifying controlling ideas, supporting ideas, dominant rhetorical pattern, tone and features of style.
  - Summarize expository prose in their own words to reflect coherently the original's ideas, organization, and tone.
3. Research topics for expository papers.
  - Use a variety of sources, which may include personal knowledge, interview, print, and other media.
  - Choose to summarize, paraphrase, or directly quote from sources.
  - Integrate the results of research into expository papers.

- Document sources fully and ethically, according to specified bibliographic conventions.

### 3. Required Materials

(a)	Texts	Ideas and Details, 5 <sup>th</sup> ed. (Bauman) Supplementary Readings for English 150 (Pitman) College Style Sheet, 6 <sup>th</sup> ed. (Furberg and Hopkins)
(b)	Other	

### 4. Course Content and Schedule

(Can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

Tuesday and Thursday 10:30-11:50	
Informative essay peer edit: February 1	
Informative essay final draft due: February 6	
Persuasive essay (in class): February 27	
Research proposal due: March 1	
Analysis essay peer edit: March 13	
Analysis essay final draft due: March 15	
Research essay peer edit: April 10	
Research essay final draft due: April 12	

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

(Should be linked directly to learning outcomes.)

(a)	Assignments	Informative essay: 10% Persuasive essay: 15% Research proposal: 10% Analysis essay 20% Research essay 30%
(b)	Quizzes	Grammar quizzes and short exercises: 15%
(c)	Exams	
(d)	Other (eg, Attendance, Project, Group Work)	

### 6. Grading System

(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)

#### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
95-100	A+		9
90-94	A		8
85-89	A-		7
80-84	B+		6
75-79	B		5
70-74	B-		4

65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

### 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 **camosun.ca** or 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.

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 E-1.5 at **camosun.ca** 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

### 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, at Student Services or the College web site at [camosun.ca](http://camosun.ca).

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section.

### ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED

All due dates are **firm**. Late assignments will not receive comments and will lose **5% per day** unless accompanied by **appropriate documentation of illness or strife**. I may grant extensions for **valid reasons** if requested **before the due date**.

The best way to be sure that I receive an assignment on the relevant due date is to hand it to me directly in class. If your assignment is late, please bring it to my office. I will consider the assignment handed in when I receive it.

Major assignments (those worth 10% or more *each*) are **mandatory**. Students who do not hand in these assignments will fail the course regardless of their grades on other assignments. Missed grammar tests and short exercises will not automatically result in an "F," but will obviously affect a student's overall grade.

Grammar tests will be based on assigned readings and in-class lessons (see attached schedule). I will also sometimes assign short individual or group exercises, usually to be done in class, and will periodically grade these exercises. Please note that **missed grammar tests and short exercises cannot be made up later**.

I will assign students to writing and discussion groups and rearrange these groups at my discretion. These groups will perform a variety of tasks, including peer edits of major assignments. It is crucial that **all** students attend **all** peer-edit sessions for two reasons. First, you will benefit from having other perspectives on your writing. Second, you have a responsibility to the other members of your writing group. **Therefore, students who do not attend, who arrive late or unprepared for, or who do not fully participate in scheduled peer-edit sessions will lose 10% on the relevant assignment.** In addition, peer edits count as short exercises.

**Plagiarism** (presenting the ideas or words of others as your own) is a serious academic offence. In this class, the **minimum** penalty for plagiarism is a grade of zero on the relevant assignment. In addition, I will report plagiarized assignments to the appropriate authorities. Please refer to the attached handout on plagiarism to familiarize yourself with both the definitions of plagiarism and the consequences for plagiarism at Camosun College. In addition, students are responsible for familiarizing themselves with the college's policy on academic conduct. You can find that policy in the Camosun College Calendar or on line at the following location: <http://www.camosun.bc.ca/ombuds/student-conduct.pdf>

You must keep a photocopy or disk copy of everything you hand in to me in case one of your assignments is misplaced, stolen, or damaged. You must also keep all returned work, and produce it when asked to do so.

You are responsible for information, verbal or written, given in class. Please keep track of all handouts and assigned readings, and note that neither unexcused absence from class during the discussion of tasks and assignments nor inattention to classroom activities, verbal explanations, or handouts exempts you from meeting deadlines or preparing for class.

This is an adult institution. I expect you to conduct yourself in class accordingly and to treat each other and myself with respect. Students who disrupt the class will be asked to modify their behaviour. Students who continue to disrupt the class may be asked to leave.

Please feel free to contact me whenever you have any questions or comments about your writing, your grade, or any other aspects of the course. Drop in during my office hours, or make an appointment to come and see me at a more convenient time. If I am in my office, you can reach me at the phone number listed at the beginning of this outline; if not, you may leave a message at the same number or send me a message via e-mail.

### **Learning Support and Services for Students**

There are numerous 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.ca>