



**School of Arts & Science
ENGLISH DEPARTMENT**

**ENGL 141 (Section 1)
Q3, April - June 2011**

COURSE OUTLINE

1. Instructor Information

(a)	Instructor:	Kate Wellburn
(b)	Office Hours:	Thursdays (10:30 - noon)
(c)	Location:	CC119B
(d)	Email:	wellburnk@camosun.bc.ca

2. Required Materials

(a)	Texts	Hand-outs will be provided.
-----	-------	-----------------------------

3. Intended Learning Outcomes

Upon completion of this course the student will be able to

- Write grammatically correct sentences and paragraphs using standard English and proper spelling.
- Recognize and correct errors in grammar, spelling and punctuation in own writing and writing of others.
- Recognize and employ standard technical writing formats for on-the-job use and future courses.
- Develop reading techniques and demonstrate comprehension of a variety of reading materials, both technical and non-technical.
- Summarize technical and non-technical documents to practice identifying and restating main ideas accurately and concisely.
- Employ strategies for effective studying, note-taking, test-taking, and time management.

4. Course Content and Schedule

Tuesday and Thursday, 8:30 – 10:20 am

5. Basis of Student Assessment (Weighting)

TESTS AND ASSIGNMENTS	DUE DATE	ASSIGNMENT VALUE
Introduction Assignment	April 6	2%
Business Email Assignment	April 14	3%
Memorandum Assignment	April 21	5%
Summary Assignment	May 3	10%
Midterm	May 10	15%
Report Proposals	May 19	5%
Punctuation Quiz	May 26	5%
Article Presentations and Summaries	Ongoing	10%
Incident Report	May 31	10%
Report Presentations	June 16	10%
Reports	June 16	15%
In-class Folders	Ongoing	10%
TOTAL		100%

DUE DATES AND LATE PAPERS

- Late papers will be penalized at a rate of 5% per day (weekends included).
- Your paper will not be accepted after marked assignments have been returned.
- Late papers will not receive any written feedback; I will only provide a percentage.
- Assignments are due on the due date, at the beginning of class.

EXTENUATING CIRCUMSTANCES

- Extensions will not normally be granted. However, if you have a valid reason for an extension, you must contact me before the due date of your paper. I will not grant extensions on the day your paper is due.

PEER EDITS

A peer edit by a member or members of your own class, carried out during a class scheduled for peer editing, is a required element of most assignments in this course. I will grade papers with the assumption that a peer edit has been done.

Failure to bring a completed draft to the class and to participate in the peer editing will result in the loss of 2% from your final grade. For example, a student who misses two peer edits would have her or his final grade reduced from 80% (B+) to 76% (B).

I recommend that you always seek feedback on a paper, even if you are unable to attend the class in which a peer edit is scheduled. However, asking someone to edit your paper out of class, even if you ask a classmate, will not restore the lost marks.

ATTENDANCE

You attendance and participation in this class will make for a better learning experience for both yourself and your peers. In the event that you must miss a class, please contact me ahead of time via email or telephone to let me know. It is your responsibility to catch up, to apprise yourself of any changes to assignments that might have been announced in class, and to ensure that you know the material covered in class. Therefore, find a buddy in the class, exchange phone numbers, and consult each other in the event that you must be absent.

If you miss an exam without prior consultation, you will need a doctor's note in order to be granted permission to write it late. Without the doctor's note, your grade will be zero.

6. Grading System

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	Minimum level of achievement for which credit	1

		is granted; a course with a "D" grade cannot be used as a prerequisite.	
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 E-1.5 at camosun.ca 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, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. <i>(For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)</i>
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.

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.

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.