



## COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

### 1. Instructor Information

(a)	Instructor:	Brenda Proctor		
(b)	Office Hours:	Mondays 10:00am-11:00am		
(c)	Location:	Paul 339		
(d)	Phone:	370-3358	Alternative Phone:	
(e)	Email: the best way to contact me	proctorb@camosun.bc.ca		
(f)	Website:	<a href="http://online.camosun.ca">http://online.camosun.ca</a>		

### 2. Intended Learning Outcomes

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) Text: Ackley, Blank and Hume. *Perspectives on Contemporary Issues*, 2008.
- (b) Optional Text: Hacker, Diana. *A Pocket Style Manual*, Fifth edition.
- (c) Access to the Desire2Learn Course Website: <http://online.camosun.ca>

### 4. Course Content and Schedule

(See Attached)

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

Participation 5%  
D2L Journal Assignment 15%  
Critical Analysis (in-class) 10%  
Research Proposal and Outline 5%  
Annotated Bibliography (six sources of at least three types) 10%  
Grammar (Quizzes, Homework/ In-class Work) 15%  
Presentations 10%  
Research Paper 20%  
Argumentative Essay (in-class) 10%

### 6. Assignments

All assignments are due at the beginning of class on the dates specified.

Please submit assignments on double-sided paper without cover sheets. In the top, left corner of your document, please include your name, your student number, the name of the assignment, the date and my name. If necessary, make sure to staple your documents.

I do not normally grant extensions. If you have an exceptional circumstance, please speak to me at least 24 hours BEFORE the deadline.

Late assignments will be deducted 5% for every day late and will not receive comments unless you have provided documentation (such as a note from a doctor).

Be sure to keep all rough drafts and marked material until the end of term.

### 9. Participation

Your participation mark is comprised of your in-class contributions and your attendance. If you miss more than three classes without a valid excuse, you will forfeit your entire participation mark. Moreover, missed in-class work, quizzes and essays cannot be made up.

Please help maintain a respectful atmosphere in which everyone feels comfortable sharing ideas. If any student is disruptive, I will speak with him or her. If the disruptions continue, he or she may be asked to leave.

## 7. Electronic Devices

Cell phones, laptops, ipods and other electronic devices are not permitted in the classroom during lectures, tests, exams, or group work.

All cell phones must be turned OFF (not onto vibrate mode) and be put away (out of your sight and mine) at all times. If you are texting, I may ask you to leave.

## 8. Students with Disabilities

If you have a disability that impacts your ability to participate academically, I would like to hear from you so I can do my best to accommodate your learning needs.

## 10. 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 is granted; a course with a "D" grade cannot be used as a prerequisite.	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 E-1.5 at [camosun.ca](http://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.

<b>IP</b>	<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 3<sup>rd</sup> course attempt or at the point of course completion.)</i>
<b>CW</b>	<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](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 the College web site in the Policy Section.