



COURSE OUTLINE

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

Ω Please note: the College electronically stores this outline for five (5) years only.
 It is **strongly recommended** you keep a copy of this outline with your academic records.
 You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

1. Instructor Information

(a)	Instructor:	Kelly Pitman		
(b)	Office Hours:	Thursday 3-5		
(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 these Intended Learning Outcomes as approved by the Education Council of Camosun College.)

As a result of taking this course the student will be able to:

1. Identify:
 - a) Different types of non-fiction prose (e.g., memoir, personal essay, review editorial, speech, expository essay, research essay).
 - b) A variety of rhetorical strategies (e.g., description, narration, comparison and contrast, classification, cause and effect, persuasion).
 - c) The relationship among speaker, audience, and material.
2. Outline the structure of a work of non-fiction prose.
3. Evaluate the effectiveness of form, structure, and style (e.g., sentence types, sentence variety, vocabulary, figures of speech) in a range of non-fiction prose, both published and unpublished.
4. Compose different types of non-fiction prose.
5. Compare, select, and employ a variety of structures, rhetorical strategies, and styles.
6. Revise their own writing according to various articulated standards of evaluation (their own, their peers', their instructor's, the marketplace's).

3. Required Materials

- (a) Reading for English 250 (course pack)
- (b) Other

4. Course Content and Schedule

Thursdays from 6-8:50 in F212

5. Basis of Student Assessment (Weighting)

Description (in class) assignment	September 20	10%
Review assignment	October 18	15%
Open letter assignment	November 1	15%
Argument essay assignment	November 22	20%
Personal essay assignment	December 11	25%

Class preparation / response assignments	ongoing	15%
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6. Grading System

(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College for approval.)

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 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. (For these courses a final grade will be assigned to either the 3 rd course attempt or at the point of course completion.)
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 the College web site in the Policy Section.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED

Other Stuff

We all know that classes in which attendance is sporadic, preparation is incomplete, and participation is half-hearted are an absolute drag for all involved. In addition, students who do not attend class tend to receive lower grades than they are capable of achieving. In short, **regular attendance and careful preparation are crucial** to both a dynamic classroom atmosphere and individual success. So come to class.

15% of your grade for this course is allotted to **class preparation / response assignments**. To encourage and measure this preparation, I will regularly assign short responses to or quizzes on assigned readings. Some will be done in class and some will be done at home, but all will be assigned in class and **must be submitted in class**, usually at the beginning. This is your chance to gain marks for doing what every student should be doing anyway: reading carefully, attending class, and taking things seriously. In any case, **I reserve the right to ask students who have not properly prepared to leave**.

All due dates are **firm**. If some genuine crisis keeps you from finishing an assignment on time, I expect you to contact me before the fact and discuss your options. Major assignments will lose **5% for each day after the due date** unless the student provides **appropriate documentation of illness or strife**. **Class preparation activities cannot be submitted late**.

All major assignments (that is, everything except the class preparation assignments) **are mandatory**. **Students who do not hand in one of these assignments fail the course**, no matter what grades they have on the remaining assignments.

If you are not handing an assignment directly to me, please bring it to my office and slide it under the door. I will consider the assignment handed in when I see it with my own eyes and touch it with my own hands. **Students cannot submit assignments via email** without prior permission. Also, in this and other classes, I urge you to ask for confirmation that the instructor has received your message. If you receive no reply, assume I have not received your email.

You must keep a **photocopy or electronic copy of everything you hand** in case one of your assignments is tragically misplaced, stolen, or damaged. You must also keep all returned work and produce it when asked to do so. As a side benefit, you will find one day that reading what you wrote a long time ago reveals how much you have grown and learned since then!

Please see the attached handout for information about definitions of and consequences for **plagiarism**. 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 Dean of Arts and Sciences. Of course, since the goal of this class and indeed of all education is to learn to think for yourself, I will also be profoundly disappointed in you if you hand in work that is not your own or have not yet learned the ethics of citation..

Please feel free to come and see me about anything to do with the course, small or big, at any time. If you cannot come during my office hours, just let me know,

and we will find a time that suits both of us. Visits from students are never an imposition. I love discussing literature, writing, and ideas.