

	<p><b>School of Arts &amp; Science</b>  <b>ENGLISH DEPARTMENT</b></p> <p><b>ENGLISH 250-001:</b>  <b>ADVANCED COMPOSITION</b>  <b>WINTER 2013</b></p>
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## COURSE OUTLINE

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

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### INSTRUCTOR INFORMATION

Instructor:	Kristine Kerins M.A.
Office Hours:	Tuesday 12 – 2; Wednesday 10:30 -12:30
Office Location:	Lansdowne Campus, Paul Building, Room 330
Phone:	(250) 370 - 3357
Email:	<a href="mailto:kerins@camosun.bc.ca">kerins@camosun.bc.ca</a> NOTE: An email will likely receive a quicker response than a phone message; however, I may not respond at all between 5 pm & 9 am or on the weekend. If, during the week, I do not respond within 48 hours, assume I did not receive your message and please re-send. Likewise, I will expect you to acknowledge receipt of my messages.
Website:	<a href="http://faculty.camosun.ca/kristinekerins">faculty.camosun.ca/kristinekerins</a>

### COURSE INFORMATION

**Course Credit Value:** 3

**Course Prerequisites:** ENGL 151, or ENGL 161, or ENGL 163, or ENGL 150, and one other 100-level English course; or ENGL 151, or ENGL 161, or ENGL163, or ENGL 150, and BUS 130

NOTE: Reasonable to firm command of grammar, punctuation, spelling and documentation is assumed at this level, and such things do factor into grading.

**Course Description:**

This course offers practice in writing a variety of prose forms. Stress is placed on developing ability to order and structure material into its most effective form. Individual assignments will be written weekly over the semester and range from 500 to 2,000 words. Course total of 5000-5500 words.

**Intended Learning Outcomes**

**Identify**

- different types of non-fiction prose (e.g. memoir, review, speech, exposition, argument)
- a variety of rhetorical strategies (e.g., description, narration, cause & effect, persuasion)
- the relationship among speaker, audience, and material.

**Outline** the structure of a work of non-fiction prose.

**Evaluate** the effectiveness of form, structure, & style in a range of non-fiction prose. (e.g., sentence types, sentence variety, vocabulary, figures of speech)

**Compose** different types of non-fiction prose.

**Compare, select, & employ** a variety of structures, rhetorical strategies, and styles.

**Revise** their own writing according to various articulated standards of evaluation.

## Materials

Required	- <i>English 250 Course Pack (Kerins)</i>
Recommended	- a style guide that includes 2009 MLA documentation guidelines - small thesaurus and/or dictionary to bring to class

## Course Content and Schedule – see attached

## Basis of Student Assessment (Weighting)

Description/ Style Exercise	500 - 700 words	10%
Open Letter	800 -1000 words	15%
Documentary Review	1000-1200 words	15%
Opinion Piece	1000-1200 words	20%
Personal Essay	1500-2000 words	25%
In-class work*		15%

### NOTES ABOUT ASSESSMENT:

\* Every week, there will be a preparatory paragraph due; or a reading quiz; or an in-class writing assignment; or a rough draft/peer editing assignment. These small exercises will all be equally weighted. I will throw away the lowest mark in the pile of small assignments and then average the remaining to make up 15% of your final course grade.

A detailed assignment sheet is provided in the course pack for all the other assignments. They are also available on my website.

Please keep all rough drafts of your assignments and all graded assignments. If an assignment ever goes missing and you are asked to re-submit it, or if there is ever a discrepancy in the grade calculation, those documents will be vital.

There is no final exam for this course, but your last assignment will be due on a specific date in exam week. Don't make holiday plans without confirming that date; it would be unwise to hand it in on the last day of class.

Plagiarism of any kind will always result in a grade of zero.

I do not allow re-writes of any kind; there is simply no time for either of us to look backward. Let me help you learn from your mistakes and use them to strengthen future assignments (which are always worth more anyway).



## **MORE NOTES ABOUT ASSESSMENT & EXPECTATIONS:**

### **Missed In-Class Work:**

- Unless you can prove a medical issue with a doctor's note, the Description / Style Exercise must be completed in the intended class.
- Missing that 10% assignment without a medical note will result in a grade of zero for it.
- Failure to notify me of your illness within two days of the missed assignment will also result in a grade of zero.
- Missed work worth less than 3% cannot be made up at another date. This means all the small in-class work. If your illness is extensive and you miss a lot, come talk to me.

### **Late Assignments:**

- Assignments are always due at the start of the class on their due dates.
- Requests for a few days' extension (usually no more than four) will be considered if the request is made in advance of the due date.
- If you must hand something in late, you must hand it to me personally or have it signed by any English instructor (with date & time) and slipped under my office door.
- I will NOT grade unsigned (or with no date & time) assignment found under my door.
- I will NOT accept electronic submissions of assignments; I must have a paper version.
- 10% per day will be deducted if your assignment is late.
- No assignment will be accepted past 4 days beyond the due date.

### **Attendance, Participation, Readings, and Responsibilities:**

-To do well in English 250, you must regularly attend the class. Further, since our class time will be quite interactive, you must come prepared to actively and intelligently participate in class discussion. It will not be possible to be a passive observer.

-It is also vitally important that you have completed all assigned readings before coming to each class. The readings are listed on the class schedule. You will often have to write, in-class, about those readings or answer a short quiz on them, and much of our discussion will also be based on these readings.

-If you find it necessary to miss a class, it is your responsibility to find out what you missed. While I *can* let you know (via email or in my office) if we deviated from the course schedule or if there were any unusual homework instructions, I obviously will *not* be able to summarize the entire class discussion for you. I therefore suggest you make a trustworthy friend in the class with whom you can exchange contact information and class notes, or with whom you can have a coffee and a chat.

### **Electronics:**

- NO electronics of any kind are allowed during lectures, group work, tests, or in-class essay writing situations. This includes laptops, ipods, and phones.
- ALL cell phones must be turned completely OFF (not just to vibrate mode) and then put far out of your sight as well as mine. If you text during class, I will ask you to leave.
- NO recording devices of any sort are permitted.

## Grading System - Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+	Outstanding	9
85-89	A	Excellent	8
80-84	A-	Very Good	7
77-79	B+	Very Good	6
73-76	B	Good	5
70-72	B-	Good	4
64-69	C+	Satisfactory	3
60-63	C	Sufficient	2
50-59	D	Minimum level has been achieved	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.
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.

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning, including the Writing Centre and Counselling Services. Information on these services is available in the College Calendar, at Student Services or on the College web site at <http://www.camosun.bc.ca>

### ACADEMIC CONDUCT POLICY

There is an Academic Conduct Policy at Camosun College that covers issues such as plagiarism and classroom behaviour. 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 Registration, and on the College web site in the Policy Section at [www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html](http://www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html)