



School of Arts & Science
ENGLISH DEPARTMENT
ENGL 151
Academic Writing Strategies
Winter, 2015

COURSE OUTLINE

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

- *Please note: the College stores an electronic version of this outline for five years only. You will need this outline for any future application/s for transfer credit/s to other colleges/universities, so keep this outline with your academic records.*

1. Instructor Information

Instructor:	Paul Gamache		
Office:	CC 119A		
Office Hours:			
Phone:	381-7812		
Email:	gamache@camosun.bc.ca		

2. Intended Learning Outcomes

Upon completion of this course, you will be able to

a) Form critical responses to ideas:

- Distinguish between fact and opinion;
- Analyze and articulate the reasoning behind an argument;
- Demonstrate a critical examination of ideas through close reading, inquiry, divergent thinking, evaluation of evidence and interpretation, as well as an understanding of rhetoric, reason, logic, and word use;
- Produce writing under exam conditions as well as outside of class;
- Differentiate academic and non-academic writing.

b) Write in an academic style common to multiple disciplines:

- Approach writing as an active exploration of multiple perspectives on a topic;
- Compose effective summaries;
- Select and use rhetorical patterns purposefully;
- Employ a comprehensive writing process, which includes prewriting, focusing, planning, multiple drafting, conferring, revising, and editing/proofreading;
- Develop an argument with a controlling thesis; write unified, coherent paragraphs, including effective introductions, transitions, and conclusions in correct, clear, effective English;
- Develop effective, focused research questions;
- Demonstrate control, clarity, and cohesion in the development and organization of ideas;
- Vary style purposefully for planned rhetorical goals;
- Write for specific results;
- Critique your own and others' writing.

c) Read and analyze complex texts from various academic disciplines:

- Vary reading approaches for different purposes (personal response, persuasion, and criticism);
- Exchange ideas based upon close textual readings;
- Discuss and debate text using terminology and context appropriate to the text and discipline;
- Analyze readings by identifying controlling ideas, supporting details, dominant rhetorical pattern, subtext, tone, and style;
- Summarize readings to reflect coherently ideas, purposes, organization, and tone;
- Read critically your own and others' writing.

d) Demonstrate information literacy skills:

- Determine the nature and extent of the information needed;
- Know about and use information resources in different formats;
- Use print and electronic resources effectively and efficiently;
- Evaluate sources for authority, relevance, reliability, currency and other criteria;
- Incorporate and integrate research through correct use of summary, paraphrase, and quotation;
- Document sources fully and ethically, according to specified bibliographic conventions.

e) Develop self-awareness as an academic writer and contributor:

- Articulate your position in a critical debate of ideas;
- Reflect on your writing for continuous improvement.

3. Required Materials

► Gamache, Paul. *Course Package for English 151: Strategies for Academic Writing*

NOTE: Be sure to get the course package with “Paul Gamache” on the cover.

4. Course Content and Schedule / Basis of Student Assessment (Weighting)

Assignment	Due Date	Value	Mark	Total
Summarizing (write four; best three)	a) January 20/21	5%	/5	/15
	b) January 27/28	5%	/5	
	c) February 3/4	5%	/5	
	d) February 10/11	5%	/5	
Working with outlines	March 3/4	10%	/10	/25
Rhetorical analysis essay (write two; best one)	a) March 17/18	10%	/10	/35
	b) March 26/27			
Persuasive essay (in class) (write two; best one)	a) April 2/8	10%	/10	/45
	b) April 7/10			
Self-reflective writing	in class, ongoing	10%	/10	/55
Tests, homework, etc.	ongoing	20%	/20	/75
FINAL EXAM	T.B.A.	25%	/25	/100
TOTAL		100%	/100	/100

NOTE: You are responsible for keeping track of the assignment schedule and for completing and submitting assignments on time. For a detailed schedule of specific class topics, see the attached schedule. Use the attached sheets to

develop assignment **start dates** and to record your assignment marks.

5. a) Assignment Submission Guidelines

- All "in-class" assignments and tests/quizzes are due by the end of class on their assigned date; **if you are absent that day, you will receive a grade of "0."**
- "Out-of-class" assignments are due at the start of the class on their specified deadline. It is your responsibility to note these dates and to meet them.
- **Late or missing assignments will receive a grade of "0"** unless you have made arrangements with me beforehand or, in the case of emergencies or serious illness, you have valid (official) documentation such as a doctor's note. ("Having to work" or "going on vacation" are not valid reasons.)
- If you know that an assignment cannot be completed on time, **contact me immediately**. Extensions can be arranged for valid reasons as long as you **contact me at least two days before the due date** (obtain a signed permission slip from me, and attach this slip to the assignment). If you have trouble with any assignment, contact me immediately.
- All assignments are mandatory, which means that to pass the course, **you must complete and submit every assignment (late / graded or not)**.

b) Required Assignment Format*

- **All submissions must be on paper; e-mailed assignments are not acceptable.**
- All "out-of-class" assignments must conform to these requirements*:
 - ▶ all required parts included
 - ▶ word processed / typed (other than in-class assignments); 12-pt. font (other than in-class assignments), 1" margins, double spaced (every second line) with an extra two blank lines between paragraphs, printed one-side only
 - ▶ a cover page that lists your name, my name, the assignment title, the course subject, number, section, and date of submission
 - ▶ page numbers upper centre or upper right corner starting with Page 2 (the cover page does not count – ignore it). Start the numbering – Page 2 – on the second page of actual text)
 - ▶ stapled upper left corner (no paper clips, plastic sleeves, or other covers)

(* Each assignment may have additional requirements; read the instructions for details.)

c) Unacceptable Assignments

- Assignments that fail to meet these guidelines, that contain an unacceptable level of error, or that are off topic will be deemed "unacceptable" and returned to you in class for revision/correction and re-submission within 24 hours (otherwise, it is late and will receive "0"). If you are absent when unacceptable assignments are returned, you are out of luck.

6. Homework

a) Assigned homework: Given the limited amount of time available, much of the work must take place outside of class. **This work is essential.** All homework is mandatory and will contribute to your final grade. Submitted or checked homework is due at the beginning of the class. Uncompleted homework must be completed before you can re-join the class; if necessary, I will ask you to complete it elsewhere.

If you are absent for a class, you are still responsible for completing that day's homework. Show it to me when you return.

b) "Extra" homework: Once you identify your weak areas, start to improve them by using the coursepack information and exercises (along with my help). The amount of "extra" homework that you will need to do will depend upon your level of skill (i.e., the amount of practice that you require to meet the course outcomes). Set aside some time regularly for English practice.

7. Classroom Etiquette

- Be courteous to everyone. Listen when someone is speaking, and do not disturb other people's learning.
- English class is for English work; if you wish to do other work, do it elsewhere.
- **Please turn off/put away all electronic devices: phones, computers, etc.** Focus on reading, thinking, discussing, and writing. If you must use your phone, please do so outside.
- Prepare before the class, and arrive with the assigned homework completed.
- Please arrive on time, and plan on staying for the whole class. If you enter late or leave early, do so with as little disturbance to others as possible.
- If you must leave a class early, please let me know ahead of time so that I don't worry that you are lying in the hallway breathing your last breath.
- Keep the room neat. If you bring something into the classroom, take it away with you. Remember: neither the floor nor the desk is a garbage can. If you spill it, clean it up!

8. Attendance

Since much of the work (and learning) for this course will happen in class, you are expected to attend every class. More than 3 absences without proper documentation will seriously affect your mark.

- ▶ If you attend all of the classes, you will receive a bonus (your final grade x 1.05).
- ▶ If you miss 1, 2, or 3 classes, your final grade will be unaffected.
- ▶ However, should you miss a fourth class (without proper documentation), your grade will be multiplied by 0.83, the percentage of classes that you attended.
- ▶ Should you miss a fifth class, your grade will be multiplied by 0.78.

In short, the more classes you miss, the more your final grade will be reduced. The table below shows the effect of missing up to 10 classes on grades between 60% (C) and 90% (A).

Number of Classes Missed	Multiplication Factor	90%	80%	70%	60%
0	1.05	95%	84%	74%	63%
1	1	90%	80%	70%	60%
2	1	90%	80%	70%	60%
3	1	90%	80%	70%	60%
4	.86	77%	69%	60%	52%
5	.82	74%	66%	57%	
6	.79	71%	63%	55%	
7	.75	68%	60%	53%	
8	.71	64%	57%	50%	
9	.68	61%	54%		
10	.64	58%	51%		

8. Your Responsibilities

- You are responsible for reading, understanding, and applying the information presented in the coursepack.
- You are responsible for approaching me and asking for help should you encounter problems.
- You are responsible for obtaining all information, handouts, etc. covered in your absence.
- You are responsible for knowing and meeting all due dates, for keeping track of your marks, for reviewing returned assignments to see what needs to be improved, and for following the advice given on marked work.
- You are responsible for your own learning. You are responsible for letting me know how to help you learn and what you need in order to learn effectively.

**9. 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 for information on conversion to final grades and for additional information on student record and transcript notations.

Temporary Grade	Description
I	Incomplete: 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	In progress: 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 third course attempt or at the point of course completion.)</i>
CW	Compulsory Withdrawal: 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.

10. Recommended Materials or Services to Assist You Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

The College offers a variety of services to assist you throughout your learning. This information is available in the College calendar, at Student Services, or on the College website at camosun.ca.

STUDENT CONDUCT POLICY

The College has a Student Conduct Policy, which includes plagiarism. You are responsible for becoming familiar with the content of this policy, which is available in each School Administration Office, at Student Services, and in the Policy Section of the College website.