



## 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:	Ann Dumonceaux		
(b)	Office Hours:	Monday /Wednesday 11:00-1:00; Tuesday/Thursday 11:30-1:30; or by appointment		
(c)	Location:	Paul 331		
(d)	Phone:	370-3306	Alternative Phone:	
(e)	Email:	dumoncea@camosun.bc.ca		
(f)	Website:			
(g)	Class Details	Monday/Wednesday 9:30-10:50 WT26		

### 2. Intended Learning Outcomes

(No changes are to be made to these Intended Learning Outcomes as approved by the Education Council of Camosun College.)

Upon completion of this course the student will be able to:

1. Construct a research report which reflects the generic structure of technical, scientific or professional writing with appropriate and correct documentation.
2. Differentiate between objective and subjective English and understand the purpose of each style of discourse.
3. Objectively compose communications for a variety of audiences in various formats such as abstracts, definitions, pamphlets, press releases, descriptions, summaries, memoranda, web-based/multi-media writing, and manuals.
4. Deliver an informative, effective oral presentation.
5. Read, analyze, and present orally an example of important contemporary research.

### 3. Required Materials

- (a) Texts – no texts
- (b) Other

#### 4. Course Content and Schedule

(This section can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

Date	Topic	Activity	Assignment
Jan 5	Course Outlines		
Jan 7	<b>Scientific Writing - Summary</b> Assignment Social	Theories of Knowledge	
Jan 12	Communicative	General Audiences "Human Cost of Energy"	
Jan 14	Persuasive	Logos, Pathos, Ethos Sewage	
Jan 19	Conventional	Scientific Review Papers Summaries "Canada's Curse"	
Jan 21	Ethical	Peer Review Misconduct	
Jan 26	<b>Scientific Research Reports – Reviews</b> Assignment Definition	Research Reports IMRAD Summaries v. Reviews "Global Ocean Circulation"	<b>Assignment 1: Summary due (10%)</b>
Jan 28	Research Reports v. News	Environmental Journals	
Feb 2	Review Checklist	Microfiltration Florida Arsenic	
Feb 4	Faulty Review	"Getting a Grip on Memory" Homeopathy	
<b>Feb 9</b>	<b>Family Day – no class</b>		
Feb 11	<b>Proposal Writing</b> Assignment	Formal v. Informal Memo format	<b>Assignment 2: Scientific Report Reviews due (20%)</b>
Feb 16	Bibliography	CSE Annotations	
Feb 18	Evaluating Proposals		
Feb 23	<b>Formal Reports</b> Assignment Overview	Wind Energy Feasibility Urban Chicken Keeping	<b>Assignment 3: Proposals due (15%)</b>
Feb 25	Front Pieces	Title page, Memo, Executive Summary, Table of Contents	
Mar 2	Body (1)	Introduction, Discussion	
Mar 4	Body (2)	Conclusion, Recommendations	
Mar 9	End Pieces		
Mar 11	<b>Oral Presentations</b> Assignment		<b>Assignment 4: Formal Reports due (25%)</b>
Mar 16	<b>Peer Evaluations</b>	Reviewing Presentations	
Mar 18			<b>Assignment 5: Oral Presentations (20%)</b>
Mar 23			<b>Oral Presentations</b>
Mar 25			<b>Oral Presentations</b>
Mar 30			<b>Oral Presentations</b>
April 1		Individual Help	
<b>Apr 6</b>	<b>Easter Monday – no class</b>		
Apr 8			<b>Assignment 6: Peer Evaluations due (10%)</b>

## 5. Basis of Student Assessment (Weighting)

ASSIGNMENTS	VALUE
Summary	10%
Journal Review (2 reviews x 10% each)	20%
Proposal	15%
Formal Report	25%
Oral Presentation	20%
Peer Evaluation (2 x 5%)	10%

## 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](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, 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>
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](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.

### ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED

Attend classes regularly. Because assignments are based primarily on lecture material, students that have less than 80% attendance will find it very difficult to succeed in the course. Students are responsible for all information, verbal or written, given in class. Please keep track of all handouts and assigned readings, and note that neither unexcused absence from class nor inattention to classroom instruction exempts you from meeting deadlines or preparing for class.

I will be available to answer basic questions about assignments via email during the weekdays. Please be reasonable with your expectations; an email exchange is not a substitute for attendance. Do not ask me to summarize what you missed during an absence.

All due dates are firm. Late assignments will lose 5% per day unless accompanied by appropriate documentation of illness. Assignments more than five days late will lose 25%. **All assignments handed in after the last day of classes will not be graded.** Requests for extensions will be considered under special circumstances, but only if the request is made well in advance of the due date.

**Assignments submitted via email will be penalized 10%.** Only paper assignments will be returned with written comments.

Accessing any electronic device during an exam or in-class assignment constitutes a violation of the student conduct policy and will result in a grade of zero on the assignment.

The penalty for plagiarism, both intentional and unintentional, is a grade of zero on the assignment. Plagiarism includes the following: submitting part or all of an assignment written by someone else; copying and pasting one or more passages (even a few words) from another source without correct documentation; paraphrasing that too closely resemble the original in either form or content; submitting an assignment edited or corrected for grammar and/or content by a copy editor or tutor.