



School of Arts & Science
ENGLISH DEPARTMENT
ENGL 141 (X01)
Q2 January - March 2016

COURSE OUTLINE

1. Instructor Information

(a)	Instructor:	Kim Lemieux
(b)	Office Hours:	Upon request
(c)	Location:	CC 118A
(d)	Email:	lemieuxk@camosun.bc.ca

2. Required Materials

(a)	Texts	Hand-outs will be provided.
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3. Intended Learning Outcomes

Upon completion of this course the student will be able to

- Write grammatically correct sentences and paragraphs using standard English and proper spelling.
- Recognize and correct errors in grammar, spelling, and punctuation in his/her own writing and in the writing of others.
- Recognize and employ standard technical writing formats for on-the-job use and future courses.
- Develop reading techniques and demonstrate comprehension of a variety of reading materials, both technical and non-technical.
- Summarize technical and non-technical documents to practice identifying and re-stating main ideas accurately and concisely.
- Employ strategies for effective studying, note-taking, test-taking, and time management.

4. Course Content and Schedule

Tuesdays 1:30 – 2:20 (CBA 287)

Thursdays 2:30 – 4:20 (CBA 121)

5. Basis of Student Assessment (Weighting)

Assessment Piece	Weight	Due Date
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Diagnostic Assignment	Complete/ Incomplete	Thursday, January 7 th
Business Email Assignment	10%	Thursday, January 21 st
Military Memo Assignment	15%	Tuesday, February 2 nd
Summary	10%	Thursday, February 11 th
Word of the Day Presentations (x2)	5%	Ongoing
Practice Midterm	Complete/ Incomplete	Tuesday, February 11 th
Midterm	25%	Tuesday, February 18 th
Incident Report	10%	Thursday, March 17 th
Grammar and Writing Test	20%	Tuesday, March 8 th
Peer Editing (x3)	5%	See schedule

DUE DATES AND ASSIGNMENTS

- Late assignments will be penalized at a rate of 5% per day (weekends included).
- Assignments submitted after the due date will not receive any written feedback; I will only provide a percentage.
- Assignments must be submitted to the course dropbox by 11:55 pm on the due date.
- Assignments due on the last day of the course must be submitted that day.
- Please keep a copy of all assignments.
- Students are expected to participate in all class activities.
- Plagiarism** means presenting the words or ideas of others as your own. **Plagiarism is a serious academic offence.** All sources of ideas or information that are not primarily your own must be documented according to appropriate documentation guidelines. The **minimum** penalty for plagiarism is a zero on the relevant assignment. Please see the Student Conduct Policy.

EXTENUATING CIRCUMSTANCES

- Extensions will not normally be granted. However, if you have a valid reason for an extension, you must contact me before the due date of the assignment. I will not grant extensions on the day your assignment is due.

PEER EDITS

A peer edit by a member or members of your own class, carried out during a class scheduled for peer editing, is a required element of some assignments in this course. I will grade assignments with the assumption that a peer edit has been done.

5% of your final grade will depend on your attendance of and participation in peer edits. Participation includes bringing a completed draft to class.

I recommend that you always seek feedback on an assignment, even if you are unable to attend the class in which a peer edit is scheduled. However, asking someone to edit your assignment out of class, even if you ask a classmate, will not restore the lost marks.

ATTENDANCE AND CLASS PARTICIPATION

Your attendance and participation in this class will make for a better learning experience for both you and your peers. In the event that you must miss a class, please contact me ahead of time via email to let me know. It is your responsibility to catch up, to apprise yourself of any changes to assignments that might have been announced in class, and to ensure that you know the material covered in class. Therefore, find a buddy in the class, exchange phone numbers, and consult each other in the event that you must be absent.

Electronic devices (cell phones, laptops, etc.) should be turned off during class. Please see me if you wish to discuss this point.

If you miss an exam without prior consultation, you will need a doctor's note in order to be granted permission to write it late. Without the doctor's note, your grade will be zero.

Please feel free to contact me about any concerns or questions you may have about the course. The easiest way to contact me is by email or by visiting me during my office hours.

6. 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	<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 3rd 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.

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 on the College web site in the Policy Section.