



## 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:	Dr. Sandra Ann Beck		
(b)	Office Hours:	Tuesday 12:00-1:00; Thursday 12:00-1:00 and 3:00-4:00 or by appointment		
(c)	Location:	Paul 331		
(d)	Phone:	370-3306	Alternative Phone:	
(e)	Email:	BeckS@camosun.bc.ca		
(f)	Website:			
(g)	Class Details	Tuesday 10:00-11:20 (F336); Thursday 4:00-5:20 (F310)		

### 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 – **Course Pack English 251 Sandra Ann Beck (Ann Dumonceaux)**

#### 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 12	Course Outlines		
Jan 14	<b>Scientific Writing - Summary</b> Assignment Social	Theories of Knowledge Lateral Thinking Collaborative Thinking	
Jan 19	Communicative	General Science Survey Miscommunication 3 Mile Island Memos	
Jan 21	Persuasive	Logos, Pathos, Ethos Sewage Treatment Summarizing – “Tarmageddon”	
Jan 26	Conventional	Conventions of Form “Where Has All the Water Gone?”	
Jan 28	Ethical	Ethical Dilemmas “Going Local on a Global Scale”	
Feb 2	<b>IMRAD: Critique</b> Assignment Definition	“Fast Food and Deprivation in Nova Scotia” Summary Questions	<b>Assignment 1: Summary due (10%): “Biotech Snake Oil”</b>
Feb 4	Chronological Critique	“Fast Food and Deprivation” Critique Questions	
Feb 9	Thematic Critique	“An Exploratory Study of Cyberbullying”	
Feb 11	Review	Unprofessional Critique “Heavy Drinking on Canadian Campuses”	
Feb 16	<b>Documentation: APA/IEEE</b> Parenthetical Citations	Avoiding Plagiarism	<b>Assignment 2: Critique due (15%): “Health, Ethics and Environment”</b>
Feb 18	<b>Reading Break – no classes</b>		
Feb 23	References		
Feb 25			<b>Midterm: (5%)</b>
Mar 1	<b>Project: Proposal (I)</b>	Kinds of Proposals Research Questions	
Mar 3	Format	Introduction/Lit Review “Food Security”	
Mar 8	Evaluation	Student Examples	
Mar 10	<b>Project: Report (II)</b> Overview		
Mar 15	Front Pieces	Executive Summary Avoiding Wordiness/Jargon	<b>Assignment 3: Proposals due (15%)</b>
Mar 17	The Body	Introduction	
Mar 22	The Body	Discussion/Review of Research “Climate Change, Health”	
Mar 24	The Body/End Pieces	Conclusions, Recommendations	
Mar 29	<b>Oral Presentations</b>  <b>Peer Evaluations</b>	Organization Visual Aids Reviewing Presentations	<b>Assignment 4: Formal Reports due (25%)</b>
Mar 31			<b>Assignment 5: Oral Presentations (20%)</b>
April 5			<b>Oral Presentations</b>
April 7			<b>Oral Presentations</b>
April 12			<b>Oral Presentations</b>
April 14			<b>Oral Presentations</b>

## 5. Basis of Student Assessment (Weighting)

ASSIGNMENTS	VALUE
Summary	10%
Journal Review	15%
Midterm	5%
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

Please be advised that this course deals with controversial subject matter that may be disturbing to some readers.

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.

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 medical 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. **There are no make-up exams without medical documentation of illness leading to absence.**

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

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 resembles the original in either form or content; submitting an assignment edited or corrected for grammar and/or content by a copy editor or tutor. 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.