



## 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:	Candice Neveu		
(b)	Office Hours:	Tues/Thurs. 1:30-2:20		
(c)	Location:	LACC 118A (Interurban Campus)		
(d)	Phone:	250-370-4463	Alternative Phone:	250-532-5041
(e)	Email:	neveuC@camosun.bc.ca		
(f)	Website:	<a href="https://online.camosun.ca/d2l/home/115420">https://online.camosun.ca/d2l/home/115420</a> (you will need to login)		

### 2. Intended Learning Outcomes

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

#### 1. Form critical responses to ideas.

- Distinguish between fact and opinion.
- Analyse 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 usage.
- Produce writing under exam conditions, as well as outside class.
- Differentiate academic and non-academic writing.

#### 2. 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/proofing.
- 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 strategies.
- Write for specific results.
- Critique his/her own and others' writing.

#### 3. Read and analyze complex texts from various academic disciplines.

- Vary reading approaches for different purposes, such as personal response, persuasion, and criticism.
- Participate and engage in a dynamic, stimulating exchange of ideas based upon close textual readings.
- Discuss and debate text using terminology appropriate to the discipline and context of those texts.
- Analyze textual readings, which may include visual texts, by identifying controlling ideas, supporting details, dominant rhetorical pattern, subtext, tone and stylistic features.
- Summarize readings to reflect coherently the original's ideas, purpose, organization, and tone.
- Critically read your own and others' writing.

#### 4. Demonstrate information literacy skills.

- Determine the nature and extent of the information needed.
- Know and use what information resources are available, 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.

#### 5. Develop self-awareness as an academic writer and contributor.

- Articulate one's position in a critical debate of ideas.
- Reflect on one's own writing for continuous improvement.

### 3. Required Materials

- (a) *They Say, I Say: The Moves That Matter in Academic Writing* (3<sup>rd</sup> ed), G.Graff & C.Birkenstein (2014)
- (b) *A Pocket Style Manual*, (7<sup>th</sup> ed. With 2016 MLA Update), D. Hacker & N. Sommers
- (c) A binder or notebook for writing, taking notes, and keeping track of handouts and graded work.

Suggested: A good quality collegiate dictionary (or reputable website);

### 4. Course Content and Schedule

Class time & location: Tues/Thurs. 2:30-3:50, LACC 121

See our D2L course site for the course content schedule and required readings.

### 5. Basis of Student Assessment (Weighting)

As this is a writing course, be prepared to write and revise a lot. You will be writing between 3500-4500 words between all assignments. Detailed descriptions of assignments will be provided in class and posted on D2L. We will discuss them in class well before due dates. Grading guides will be provided with each assignment so you know specifically what you will be evaluated on, but generally, all writing will be evaluated on form, focus/content, structure/organization, style/expression, and grammar.

- (a) Assignments
- Short Writing Assignments (conventions, summary, rhetorical patterns) 15%
  - Critical Response (in class) 10%
  - Research Project (includes mandatory milestones) 40%
- (b) Quizzes & Exercises 10%
- (c) Exams:
- Midterm: Comparative Analysis Essay (in class) 15%
  - There is NO final exam for this course
- (d) Other (e.g., Attendance, Project, Group Work)
- Diagnostic Writing Sample (in class, on the first day) 0%
  - Participation (based on attendance, peer review, engagement group/class activities) 10%

#### Note:

- In-class assignments cannot be made up, except in cases of medical or other emergency for which you must provide proper documentation in order to request a make-up.
- A writing assignment may have more than one part: you may be required to prepare an outline; complete some exercises; engage in peer review, etc. All parts or steps of an assignment must be completed for an assignment to count as complete. Missing any one part or step will result in lost marks for that assignment.

**Please refer to section 8 below on course policies on assignment submission, missed/late assignments, etc.**

## 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](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. (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.)
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.

## 8. Course Policies and Expectations

Please read the policies below carefully and refer to them prior to submitting work or when you have questions about missing classes or assignments.

- (a) Submitting Assignments
- All assignments are due in class on the due date, either at the start or end of class.
  - When you submit your assignment, you are claiming that work as being completed by you and according to the standards of academic integrity expected of you by the college.
  - Assignments should be completed and formatted according to the assignment details.
  - Assignments should be submitted in hard copy, printed and stapled, and formatted according to the assignment requirements and standard academic conventions. **I will not accept assignments that lack staples or that come in a folder of some kind.** You will be asked to resubmit and your assignment will be considered late.
  - Assignments will NOT be accepted by email without prior approval from me. If you submit by email without approval, you will be asked to resubmit in hardcopy and your assignment will be considered late.
- (b) Late Assignments
- Assignments that are not submitted as required will lose 10% per day late, starting on the day the assignment is due. I encourage you to speak to me in class to get approval for email submission.
  - Assignments still not submitted a week after the due date will receive a grade of zero.
  - Managing technical difficulties is your responsibility and do not count as an excuse to waive late penalties. It's a good habit to back up your assignment to a USB stick so you can print them on different computers or printers.
- (c) Missed Assignments/Emergencies
- If you know of a conflict with an assignment **before** the due date, I am willing to discuss alternate arrangements for submission. Last minute requests (within 48 hours of the due date) or appeals after the due date **will not be considered** except in cases of a serious personal or medical situations.
  - It is your responsibility to get in touch with me as soon as you can to discuss missed assignments. In-class assignments must be handed in/written on the dates they are held or a mark of 0 will be given. They will not be rescheduled except in cases of serious personal or medical hardship. **Note: I may require documentation/proof to support your claim.**
- (d) Attendance & Lateness
- This is entirely a face-to-face course so you are expected to attend every class meeting in its entirety. Missing 4 or more classes or portions of class puts your success in the class in jeopardy. Your likelihood of passing this course with little to no attendance is extremely thin. If you have work obligations that overlap with this course, please take this course at a different time.
  - Please let me know ahead of time if you know you will be late and try to be as minimally disruptive as possible when you do arrive. You will be responsible for catching up in a way that doesn't interfere with the learning and teaching going on in the class.
  - Our D2L site supports the course and is a way to stay on top of what is going on. I will make announcements that way, as well as post course materials and readings. If you are absent, make sure to check there first.
  - Repeated lateness will not be tolerated as it is disruptive and disrespectful to me and your peers, and will be addressed according to the approach laid out in the Student Conduct policy.
- (e) Participation & Conduct
- Our class is a professional space so respectful conduct and behavior is expected at all times, which includes a willingness to be open to diverse opinions and views.
  - You are expected to come to class prepared to actively engage in discussion and activity. This means that you must complete all required readings ahead of time, bring your textbooks with you, and have pen/pencil and notebook or binder to take notes and engage in writing.
  - Digital devices such as phone, laptops, and tablets should not be used during class unless required for an activity. Texting, checking social media, or listening to music disengages you from the class and is disrespectful. The same goes with napping. Regular disruptions of this type will result in an automatic zero for participation and will be addressed according to the approach laid out in the Student Conduct Policy.