



## 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:	Kelly pitman		
(b)	Office Hours:	Monday 1:30-2:30, Tuesday 2:30-3:30 Wednesday 4:30-5:30		
(c)	Location:	P218		
(d)	Phone:	250-370-3362	Alternative Phone:	
(e)	Email:	pitman@camosun.bc.ca		
(f)	Website:			

### 2. Intended Learning Outcomes

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

As a result of taking this course the student will be able to:

1. Identify:
  - a) Different types of non-fiction prose (e.g., memoir, personal essay, review editorial, speech, expository essay, research essay).
  - b) A variety of rhetorical strategies (e.g., description, narration, comparison and contrast, classification, cause and effect, persuasion).
  - c) The relationship among speaker, audience, and material.
2. Outline the structure of a work of non-fiction prose.
3. Evaluate the effectiveness of form, structure, and style (e.g., sentence types, sentence variety, vocabulary, figures of speech) in a range of non-fiction prose, both published and unpublished.
4. Compose different types of non-fiction prose.
5. Compare, select, and employ a variety of structures, rhetorical strategies, and styles.
6. Revise their own writing according to various articulated standards of evaluation (their own, their peers', their instructor's, the marketplace's).

### 3. Required Materials

*Readings for English 250*  
exercise book

### 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.)

Wednesdays, 6-8:50, in Paul 111 for 14 glorious weeks

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

(This section should be directly linked to the Intended Learning Outcomes.)

- (a) Assignments
- (b) Quizzes
- (c) Exams

(d) Other (e.g., Attendance, Project, Group Work)

**6. Grading System**

<i>(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.)</i> descriptive essay (in class)	September 20	10%
descriptive essay (revision)	October 4	10%
open letter	November 1	20%
cultural analysis essay	November 22	20%
personal essay	December 13	25%
reading responses/in-class work	ongoing	15%

**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

Assignment guidelines, handouts, samples, and announcements will be posted on the D2L site for the course. Please check this site often so that you are up-to-date.

Assigned readings will usually form the basis of class discussion and of response questions, so you should complete readings **before** the date assigned to them on the schedule. When we discuss readings, we will focus on the details, so please ensure you always bring your copy to class.

We all know that classes in which attendance is sporadic, preparation is incomplete, and participation is half-hearted are an absolute drag for all involved. In addition, students who do not attend class tend to receive lower grades than they are capable of achieving. In short, **regular attendance and careful preparation are crucial** to both a dynamic classroom atmosphere and individual success. So come to class.

And speaking of class, I ask that we observe the following ground rules in the interest of creating an atmosphere of mutual respect:

- Come to class on time.
- Come to class prepared (readings or assignments done, book in hand).
- Participate in class discussions and group exercises.
- Turn off and put away portable devices (no texting, no Facebook, no surfing the net, etc.). Pens are fine, though.
- Don't talk when others are talking (no side-conversations).
- Speak respectfully when expressing ideas and responding to others.

15% of your grade for this course is allotted to **reading responses/in-class work**. This work measures preparation and engagement. This is your chance to gain marks for doing what every student should be doing anyway: reading carefully, attending class, and thinking. Please see the assignment explanation on D2L for further details.

Note that all assignments for this class should be formatted according to MLA guidelines. The library website has useful material on MLA style and documentation.

If some crisis keeps you from finishing an assignment on time, please contact me to work something out.

If you are not handing an assignment directly to me, please bring it to my office and slide it under the door. I will let you know that I have received it.

You must keep a **photocopy or electronic copy of everything you hand** in case one of your assignments is tragically misplaced, stolen, or damaged. You must also keep all returned work and produce it when asked to do so. As a side benefit, you will find one day that reading what you wrote a long time ago reveals how much you have grown and learned since then!

Please feel free to come and see me about anything to do with the course, small or big, at any time. If you cannot come during my office hours, just let me know, and we will find a time that suits both of us. Visits from students are never an imposition. I love discussing reading, writing, and ideas. For quick questions, email is the best way to contact me. Note that if you send me an email and I do not respond within 24 hours, it may be that I did not receive your message, so it's best to check with me.

#### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning, including the Writing Centre and Counselling Services. Information on these services is available in the College Calendar, at Student Services or on the College web site at <http://www.camosun.bc.ca>

#### ACADEMIC CONDUCT POLICY

There is an Academic Conduct Policy at Camosun College that covers issues such as plagiarism and classroom behaviour. 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 Registration, and on the College web site in the Policy Section at [www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html](http://www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html)