



**CAMOSUN COLLEGE**  
**School of Arts & Science**  
**Department of English**

**ENGL-151-022**  
**Academic Writing Strategies**  
**Winter 2018**

**COURSE OUTLINE**

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The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

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**1. Instructor Information**

(a) Instructor	Katie Tanigawa		
(b) Office hours	T 10:30-12:30; W 2:30-3:30; Th 12:00-1:00		
(c) Location	CC 118A		
(d) Phone	(250)370-3837	Alternative:	
(e) E-mail	<a href="mailto:tanigawak@camosun.ca">tanigawak@camosun.ca</a>		
(f) Website			

**2. Intended Learning Outcomes**

Upon completion of this course a 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) Texts

- **The Active Reader by Eric Henderson (third edition, 2015)**  
This textbook features a set of contemporary academic and professional readings along with guidance on the academic reading and writing tasks you will encounter in your university studies. **Please note that previous editions are not the same as the third edition, and are not acceptable substitutes.**
- You will be asked to access additional articles online and through Camosun's Library.

### 4. Course Content and Schedule

See Course Schedule for details.

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

Assignment type	Value
Writing diagnostic (mandatory)	0%
Short Summary (450 words)	15%
In-class Proposal for Final Research Paper	10%
Rhetorical analysis (750 words)	20%
Essay/research paper (1250 words)	25%
Final exam	25%
Participation	5%

### 6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

### 7. Recommended Materials to Assist Students to Succeed Throughout the Course

Throughout the term we will discuss resources that you can access that will help you succeed in this course and others.

## 8. College Supports, Services and Policies

### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

### College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

## A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

### 1. 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		1
0-49	F	Minimum level has not been achieved.	0

### 2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.

NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.
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## B. 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 at <http://camosun.ca/about/policies/index.html> 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 are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
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.

## 9. Class Policies

You can expect your instructor to

- be on time and prepared for class
- teach to the course goals
- give clear instructions for assignments and exercises
- advise and support students in their course work
- treat students with respect
- act in a fair manner
- be available during office hours or, if necessary, arrange an alternative time to meet
- evaluate students fairly and constructively, based on criteria made clear to students beforehand
- return assignments in a timely manner
- give useful feedback

Your instructor will expect you to

- attend all classes except in case of illness or emergency
- prepare for class by completing readings and assigned work in advance
- put away all electronic devices at the start of class unless otherwise instructed
- actively participate in classroom activities
- ask questions if you do not understand
- submit all assignments according to instructions, complete, and on time
- use instructor comments and feedback to improve future work
- cooperate with and act respectfully toward other students and the instructor
- communicate with the instructor about problems or concerns as soon as possible

### Guidelines for preparing and submitting written assignments

All formal written assignments for this course should be produced using a word processing program on a computer. Even after you have printed out a copy of a paper to hand in, you should save a copy along with any drafts.

While it is not impossible to have a computer crisis interfere with your work, please take reasonable precautions to prevent technical problems. For example, make sure you have up-to-date virus software on

your computer. Save your work frequently on your hard drive and somewhere else (such as a memory stick or an e-mail account). If you have your own printer, keep extra paper and print cartridges on hand. If you use the university's computer facilities, allow adequate time to wait for a computer and printer. I will not accept computer problems as an excuse for late papers except under the most unusual of circumstances (for example, if the campus network crashes or the city loses power).

Print your papers onto 8.5 by 11-inch white paper using dark, black ink. If you can print onto both sides of the page, please do so to save paper. Each assignment should be formatted to the specifications designated in the assignment and evaluation sheets. Please use a twelve-point, standard font when preparing papers. When and if you use sources, your papers should use correct and complete citation format according to the guidelines set out by the relevant academic discipline. All papers should be clearly marked with the student's name. Staple all papers in the upper left-hand corner – no paperclips or dog-ears please.

### **Late and missing assignments**

Assignments are due in **hardcopy** at the beginning of class on the date indicated. Extensions will be granted only in extenuating circumstances and, when appropriate, with documentation. Extensions must be discussed with me well in advance of the due date. Requests for extensions must be submitted in writing. Late assignments will receive a penalty of 5% per day. Missing assignments will receive a grade of zero.

### **Plagiarism & Cheating**

Plagiarism and cheating are serious academic offenses. Any student found guilty of plagiarism or cheating will receive a zero on the assignment and may receive an automatic Fail in the course. Please see the Student Conduct Policy for details.

### **Attendance and Participation**

Attendance and participation account for 5% of your grade in this course. Attendance will be taken at the beginning of each class. You may miss two classes, no questions asked. If you miss more than three classes, you may receive a zero for participation unless your absences are supported by appropriate documentation. If you are late to class three times, this will count as one absence.

If you know you must miss a class, inform me about it in advance. If you miss a class, it is your responsibility to obtain notes and relevant information from another student and/or D2L.

### **Additional Notes**

If you encounter challenges or circumstances that you feel impede your learning in this course, or if throughout the term you discover ways I could better support your learning, please let me know. I am happy to work with you to create a positive learning environment.