

COURSE SYLLABUS



COURSE TITLE: ENGL-151: Academic Writing Strategies

CLASS SECTION: D02

TERM: W2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Online, asynchronous

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME: Micaela Maftei

EMAIL: MafteiM@camosun.ca

OFFICE: Paul 327/CC119

HOURS: **Online:** Mondays, 10:30-11:30 (please sign up through D2L) for a particular timeslot

Lansdowne: Tuesdays 10:00-11:00 and Thursdays 2:30-3:30, or by appointment

Interurban: Wednesdays 12:00-1:00, or by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course provides core critical thinking, reading, research and writing skills transferable to academic disciplines. Students practice various forms of academic writing, including summary, critical analysis, and written research. Analysis of textual rhetoric, discourse, and style, along with academic essay-writing, develops self-awareness of methods of inquiry, critique, and reflection.

PREREQUISITE(S):

One of:

- C+ in English 12
- C in Camosun Alternative
- B in ENGL 170

CO-REQUISITE(S):

Not Applicable

EQUIVALENCIES:

Not Applicable

COURSE LEARNING OUTCOMES / OBJECTIVES

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.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

All course material will be posted on D2L. You do not need to purchase any textbook or material for this course.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

****all assignments must be submitted by midnight on the Friday of the week they are due****

Week	Task(s)	Due/quiz
Week One	<ul style="list-style-type: none"> • Introductions 	<ul style="list-style-type: none"> • Introduce yourself in the Discussion thread
Week Two	<ul style="list-style-type: none"> • Summary lesson, discussion and assignment sheet • Formatting and style guidelines 	
Week Three	<ul style="list-style-type: none"> • Comma, semi-colon notes • Quoting/paraphrasing lesson 	<ul style="list-style-type: none"> • Summary due
Week Four	<ul style="list-style-type: none"> • Paragraph structure • Personal response assignment 	<ul style="list-style-type: none"> • Quiz 1 (comma, semi-colon)
Week Five	<ul style="list-style-type: none"> • Apostrophe, quotation marks notes • Academic Integrity lesson and materials 	<ul style="list-style-type: none"> • Personal response due
Week Six	<ul style="list-style-type: none"> • Discussion of rhetoric/rhetorical appeals • Rhetorical analysis assignment 	<ul style="list-style-type: none"> • Quiz 2 (apostrophe, q marks)
Week Seven	Reading Week – No Classes	
Week Eight	<ul style="list-style-type: none"> • Beverley Jacobs’ speech and article 	
Week Nine	<ul style="list-style-type: none"> • Brackets, dash, colon notes • Final Essay assignment 	<ul style="list-style-type: none"> • Rhetorical analysis due
Week Ten	<ul style="list-style-type: none"> • Thesis statements • Referencing • Annotated Bibliography assignment introduced 	<ul style="list-style-type: none"> • Quiz 3 (brackets, dash, colon)
Week Eleven	<ul style="list-style-type: none"> • Sources/research skills • Sentence structure notes 	
Week Twelve	<ul style="list-style-type: none"> • Getting down to writing 	<ul style="list-style-type: none"> • Quiz 4 • Annotated Bibliography due
Week Thirteen	<ul style="list-style-type: none"> • Grammar tips • Citations and quotations 	
Week Fourteen	<ul style="list-style-type: none"> • Goodbyes, wrap-up 	<ul style="list-style-type: none"> • Final paper due • Complete (non-graded) self-reflection exercise

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

Assignment	Due date	Value
Summary	Jan 26 by midnight PST	10%
Personal Response	Feb 9 by midnight PST	15%
Rhetorical Analysis	Mar 8 by midnight PST	15%
Annotated Bibliography	March 29 by midnight PST	15%
Final paper	April 12 by midnight PST	25%
Quizzes	Various	4 x 5% = 20%
Total		100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

- **Statement on AI:** All work written for this class must be your own work. That means you have to write it – all of it. Use of generative AI (e.g. ChatGPT) to complete work (for grading or otherwise) is not permitted in this class. If you did not write it, in its entirety, you may not submit it; if you do submit it and it is determined to have been written not by you, you will receive a grade of zero and I will consider it a case of plagiarism. If you have questions about this, please come chat with me.
- **Late policy:** Work handed in without a deadline extension loses 5% per day, and will receive a mark only (no written feedback). I will not grade or accept work handed in more than one calendar week late.

General Notes:

- This may be your first or your fifteenth online class. Regardless, I'm committed to making the most of our set-up. Online learning can give you enormous flexibility. It can allow you to really take advantage of your work patterns and cycles. This course is asynchronous, so you never *need* to be present at a particular time. This course should allow you to work at your best pace and scheduling. If this ever becomes tricky or overwhelming, please get in touch.
- Communication skills are essential in every area of study and in almost every kind of work situation. This is a course offered through the English department, but the material covered is useful, important and necessary for every student, in every field. You are encouraged to look for ways to apply the work and skills this course emphasizes in your own field of study and career plans.
- This course focuses on writing (although it addresses several other key areas of academic communication). You are encouraged to see writing as a means of self-discovery and a method of sorting out, and then expressing, your views, opinions, thoughts and arguments.
- As your instructor, I am a valuable resource for you! Please don't ever hesitate to get in touch by email with any question or issue, no matter how large or small. I will do my best to help, and I will put you in touch with other people or services who may be better placed to help, if necessary. Small problems during term time have a way of spiraling – if you are feeling stressed, behind, confused, or worried about something to do with this course, please get in touch as soon as possible - even just to chat.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<https://camosun.ca/services/academic-supports/accessible-learning>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <https://camosun.ca/sites/default/files/2021-07/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them

understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.