

ENGLISH 199E: English for Engineering Students

3 credits, 3 hour lecture

This course aims to develop the student's ability to provide effective written and oral information. It will focus on instruction in fundamental writing skills, including building effective sentences and paragraphs, and on learning to communicate clearly across a range of genres and media used in academic and professional contexts, including correspondence and presentations. Students will be introduced to the principles of information gathering, analysis, and citation. Note: Restricted to students in Engineering.

Prerequisite: ENGL 30-1 or equivalent

Instructor

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Office Hours**Office Hours**

Monday	11:00 – 11:50 AM
Tuesday	1:00 - 1:50 PM
Wednesday	10:00-- 10:50 AM
Thursday	4:00 – 4:50 PM
Friday	1:00 – 1:50 PM

Hours of Instruction

Thursday 6:30 – 9:30 p.m.

Required Resources

P. MacRae. *Business and Professional Writing: A Basic Guide*. Peterborough: Broadview, 2015.

Course Outcomes

Upon successful completion of this course, the student shall be able to:

- Write effectively in all written assessments.
- Recognize and use the genres and formats of professional communication, including email and other correspondence and professional presentation.
- Apply the basic principles of research, quotation, paraphrase and citing information as part of research or other reports.

Evaluation

There is NO final exam in ENGL 199. Term work will be assessed at 100% according to the following breakdown:

Assignments, quizzes, in-class exercises	20%
Letter Assignment	5%
Library Assignment	10%
Report Assignment	10%
PowerPoint presentation	15%
Capping Exercise	30%
Participation	10%
Total	100%

A grade of C- is required for progression or transfer.

Quizzes: Throughout the term, there will be twelve quizzes, each based on readings and practice exercises completed in and out of class. Each quiz is worth 1% of the final grade. At the end of the term, the two lowest grades will be dropped. Quizzes must be completed in class.

Assignments and In-class Exercises: Most class sessions will incorporate in-class exercises and informal writing assignments (typically in paragraph form, but also using other formats or styles). Some of these assignments will be edited and assessed in class, while others will be submitted for marking. Rubrics will be given for exercises submitted for grades.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent	Rubric for Letter Grades
Excellent	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
	A	4.0	85 – 92.9	
	A-	3.7	80 – 84.9	
Good	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
	B-	2.7	70 – 73.9	
Satisfactory	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
	Progression	C-	1.7	
Poor	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support, or is poorly written or did not use proper format.
	Minimum Pass	D	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

Proposed Schedule of Topics**Please Note:**

Date and time allotted to each topic is subject to change.

Date	Topic	Reading	Assignments	Grammar	Notes
September. 6	Course Introduction: Writing in a Professional Context	Chapter 1	First informal writing (informal writing continues weekly)		Chapter 3 will form the basis of the grammar quizzes given throughout the course.
September 13	The Seven Cs of Good Professional Communication	Chapter 2		Quiz 1: Parts of Speech	
September 20	Writing the Sentence, Writing the Paragraph	Chapter 2 (continued)		Quiz 2: Independent and dependent clauses	
September 27	E-mails in the Workplace	Chapter 7	Letter assignment given	Quiz 3: Relative clauses	
October 4	Letters that Make Sense	Chapter 8	Capping project & presentation assignments given	Quiz 4: Coordinating conjunctions	
October 11	Library Session		Library assignment given Letter assignment due	Quiz 5: Subordinating conjunctions	Meet at Keyano Library at 6:30 p.m.
October 18	Documentation, Citation, and Paraphrasing	<i>Reading TBA</i>		Quiz 6: Commas	
October 25	Editing and Proofreading	Chapter 4	Library assignment due	Quiz 7: Colons and semicolons	
November 1	Shorter Reports	Chapter 17	Report assignment given	Quiz 8: Subject-verb agreement	
November 8	READING	DAY	NO	CLASS	
November 15	Longer Reports	Chapter 18	Report assignment due	Quiz 9: Pronoun referents	November 16: Last day to withdraw
November 22	Presentation and PowerPoint Skills	Chapter 15		Quiz 10: Word pairs	
November 29	Presentations: written and oral		Presentations due	Quiz 11: Review (optional)	
December 6	Last Class		Capping project due	Quiz 12: Review (optional)	

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Laboratory Safety

In the science laboratories, safety is important.

Students must complete the *WHMIS for Students* online training course on Moodle before entering the science laboratories.

Students must comply with the mandatory laboratory safety rules for this course as provided in the laboratory manual. Failure to do so will result in progressive discipline such as a verbal warning, refused entry into the laboratory, or suspension from the College.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

Accessibility Services (CC167) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Text Anxiety. Individual appointments can be made by calling 780-791-8934.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.