**ENGL 30-2A, English 30-2**
*5 credits, 5 hours lecture*

English 30-2 completes the English 10-2, 20-2, 30-2 sequence.  The course is designed to further develop the comprehension, writing and vocabulary skills of the student.  Basic grammar and writing skills will be reviewed and utilized in practical writing exercises.

*Alberta Education Course Equivalency: English 30-2*
*Prerequisite:  ENGL 20-2 or ENGL 20-1 or equivalent or permission from the Program Chair.*

### Instructor

Instructor Name: Doug Ross
Office location: CC – 205P
Phone number: 780 791 8948
doug.ross@keyano.ca

### Office Hours

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|---|---|
| Monday | 12:00 – 12:50 p.m. |
| Wednesday | 8:00 – 8:50 a.m. |
| Thursday | 12:00 – 2:50 p.m. |

### Hours of Instruction

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|---|---|
| Monday | 10:00 – 11:50 a.m.; S216 |
| Wednesday | 10:00 – 11:50 a.m.; S112 |
| Friday | 10:00 – 10:50 a.m.; S216 |

### Required Resources

**Passages 12**,  Giroux et al., ISBN 0-7715-0958-8.
**The Bare Essentials Form B**,  Norton, Green, 7th edition, ISBN-13 978-0-17-650326-0
**Advancing Vocabulary Skills**, Comodromos, Langan, 5th edition, ISBN-978-1-59194-533-8

### Course Outcomes

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

- analyze and evaluate the characteristics of various forms of fiction (short story, poetry, drama, novel)
- analyze and evaluate the characteristics of various forms of non-fiction (essay, article, film, media)
- analyze and evaluate the characteristics and elements of plot (character, setting, and plot diagram); theme and motif in various texts including short stories, poetry, novel and drama.
- observe the use of, listen to and refine their skills in reading and interpreting various forms / constructions of language including Contemporary English, and demonstrate a working mastery of the English language.

- practice and revise a variety of written forms (paragraph, essay, short story, poetry) to show mastery of writing skills established at previous levels.
- use handbooks and other tools (dictionary, thesaurus, grammar handbook, internet resources) to assist with text creation
- apply capitalization and punctuation conventions correctly
- apply spelling conventions consistently and independently
- identify and be able to use parts of speech correctly, revising own texts for verb consistency
- review and revise texts in progress for correct usage of unconventional punctuation for effect (nonstandard spelling, dialect, etc.)
- recognize and be able to use common sentence structures correctly, revising texts as needed to ensure clarity.
- describe how supporting ideas and details strengthen a text's controlling idea
- describe the relationship between story elements when studying a narrative
- compare characters / character traits presented in various texts
- describe a text creator's tone and identify moral and ethical values communicated by a text
- identify literal and figurative statements and explain the use of various literary techniques
- analyze visual and aural elements and explain how they contribute to the meaning of a text
- identify common text forms and their purposes
- explain how environment can influence the creation of a text
- identify the impact that personal context has on constructing meaning
- analyze and apply behavioral expectations of working in a group setting
- demonstrate appreciation of diversity of thought, expression and opinion
- explain how public tolerance regarding the use of language and images has changed over time

**Evaluation**

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|---|---|
| Assignments | 50% |
| Midterm Exam | 20% |
| Final Exam | 30% |
| Total | 100% |

*The minimum pre-requisite for progression is 1.7 (refer to Grading System on following page)*

**Grading System**

| Descriptor | 4.0 Scale | Percent |
|---|---|---|
| | 4.0 | 96 – 100 |
| Excellent | 4.0 | 90 – 95 |
| | 3.7 | 85 – 89 |
| | 3.3 | 81 – 84 |
| Good | 3.0 | 77 – 80 |
| | 2.7 | 73 – 76 |
| | 2.3 | 69 – 72 |
| Satisfactory | 2.0 | 65 – 68 |
| **Minimum Prerequisite** | 1.7 | 60 – 64 |
| Poor | 1.3 | 55 – 59 |
| Minimum Pass | 1.0 | 50 – 54 |
| Failure | 0.0 | 0 – 49 |

**Proposed Schedule of Topics**

| Unit/Component | Assignments/Tests | Timeframe for Study |
|---|---|---|
| Non-Fiction: Media and Popular Culture | <ul><li>Grammar & Vocabulary</li><li>The Composing Process</li><li>In-Class Questions / Responses / Mini Presentations – both group / individual (throughout unit)</li></ul> | Approx. 3 weeks |
| The Essay | <ul><li>Grammar & Vocabulary</li><li>Essay</li><li>In-Class Questions / Responses / Mini Presentations – both group / individual (throughout unit)</li></ul> | Approx. 2 weeks |
| Short Story | <ul><li>In-Class Questions / Responses / Mini Presentations – both group / individual (throughout unit)</li><li>Grammar & Vocabulary</li></ul> | Approx. 2 weeks |
| Midterm Exam | Covering Unit 1, 2 and 3 | (TBA) |
| Short Drama and Poetry | <ul><li>Research Project Presentation</li><li>In-Class Questions / Responses / Mini Presentations – both group / individual (throughout unit)</li><li>Grammar & Vocabulary</li></ul> | Approx. 2 weeks |
| Non-Fiction: Technology and Science | <ul><li>Grammar & Vocabulary</li><li>Deleted Paragraph</li><li>In-Class Questions / Responses / Mini Presentations – both group / individual (throughout unit)</li></ul> | Approx. 3 weeks |
| Final Exam | Covering Unit 1, 2, 3, 4 and 5 (with a focus on 4 and 5). | Examination Period |

***Please Note:***
Date and time allotted to each topic is subject to change.
Do not book any travel until after the final exam period.

**Course Specific Policies**

1. <u>**Attendance Policy**</u>:  This course is designed as a ***face-to-face course***, so success is improved by being on time and regularly attending. Extended or frequent absences *for any reason* <u>need to be discussed with your instructor</u> because of the potential impact on your overall mark. Additionally, a **planned extended absence**, at any time in the semester, must be discussed with the Chair of the program, Lisa Turner at <u>lisa.turner@keyano.ca</u>, ***prior*** to said absence. Most importantly, **be sure to communicate with your instructor** (In person or in a voicemail to my land line office phone number on the front page of the course outline). The best way for handling an occasional lecture absence is to contact a classmate from your group for details regarding what you have missed.

2. <u>**Electronic Devices Policy:**</u>   electronic devices, including headphones/earbuds/watches and the like, are <u>not</u> permitted once class has started.  Sounds and video on all cell phones/devices should be turned off during class and the phone and/or other electronic device(s) should be <u>put away</u> (out of reach – out of view) until break time. For example, under the desk top, in your pocket, while charging close to your desk, or on your lap is not considered out of reach or out of view. If you need to text or take an urgent call during class time, <u>get the instructor's permission</u> and leave the room to avoid disrupting others. Please discuss with the instructor what may be considered an urgent call or text, for example, a child illness or injury is urgent.

   *Using electronic devices once class has started, without the instructor's permission, will result in a first and final warning. Other than in exceptional circumstances (child illness or injury) that are discussed with the instructor beforehand, you will need to place your phone in the cell phone charging station at the front of the room until break time. In the event that you must use your phone, you will be **required** to leave the room and complete the text or call. Upon your return to class, it is your responsibility to get the material you missed from a classmate at break time. Equally important is an explanation to the instructor regarding the absence from the classroom. These actions are critical in helping to maintain a respectful classroom atmosphere.*

   *Using electronic devices to record the class in any way (audio, video, photos, etc.) is <u>not</u> permitted with the exception of photos of the whiteboard taken with permission of the instructor and end of term or special celebration class photos with the instructor with permission (not to be posted on social media or other sharing platform(s)).*

   The practice of using phones in **this class** does not contribute in any way to the intended learning experience of this course. Research has shown that usage of electronic devices during class lectures distracts from your learning and the learning of others. Unless they are a required component of the course, you should refrain from using your electronic device during class time.

3. <u>**Work Hand in Policy:**</u>  assigned work, such as essays must be received <u>in hard copy</u> and <u>in person</u>. Work will receive

   a.  the earned grade when received at the beginning of class, on the due date. ☺
   b.  the earned grade if handed in early. Yes. You can hand in your essay early.
   c.  10% off the earned grade for each day late including the day it is due, if received after the beginning of class. You will be given plenty of time to organize your hand in time, so plan accordingly and avoid, for example, the potential issues of printing items off at the last minute.

4. <u>**Course Policies and Procedures:**</u>  A core expectation of this class is that you will be able to meaningfully participate in its educational activities. This means being clear that each student, including yourself, is here for different academic/career goals and reasons. More specifically, this course is an important program pre-requisite for many students. So, for the benefit of your classmates, it is crucial to always demonstrate that you are a student in the class by establishing and maintaining your reputation as a student with the instructor and with your fellow students.  This includes refraining from

hindering or compromising your educational experience or that of others. You will need to do the following to ensure your and other's success:

a. ***Students should be as ready as possible for learning during scheduled classes.*** Get the most from the learning opportunities a college upgrading class provides. You have joined a group of adult students with wide ranging educational backgrounds, steps from pursuing career training that can change their lives and the lives of others. Enjoy the class, participate in the class, and focus on maintaining a respectful, close, team/family-like atmosphere with your classmates and instructor at all times. Be mindful of the potential negative impact of side conversations with the student next to you on class focus while instruction is going on or a student presentation is being given.

b. ***Required texts are required equipment for the course.*** It is recommended that you make the necessary arrangements to acquire the texts, which are specifically intended to provide the foundation for your learning of the course material. The majority of course learning activities depend on having a text to work from. Temporary sharing of texts and course materials with another student and limited photocopying of course resources is permitted in order to put you in a better position to actively participate with the course material, should you not have the texts.

c. ***Arrive on time for class.*** Consistently late arrival to class disrupts the learning experience for you and for others. Communication with the instructor for occasional late arrival that is beyond your control and for consistently late arrival to class is required. Extenuating circumstances can be accommodated at the instructor's discretion. For example, parking issues, delays caused by weather, and other valid, unexpected events.

d. ***Your job or other commitments versus attending the course***. Consider it carefully, if it is an issue. Two unexcused absences from in-class assignments are provided, if needed. After that, zeros or reduced marks will be given on missed work/attendance for student presentations, without an acceptable excuse for the absence.

5. **Other Course Policies and Procedures:**

a. the majority of our work is done during class time. There is no homework, other than essay writing and preparing of presentations, if required for the course. Extra practice is always recommended by the instructor and can be done outside of class, but is not considered homework.

b. any work showing evidence of copying or plagiarism is a serious academic infraction. (see "Student Rights and Responsibilities" in the Credit Calendar).

c. This course will build on skills that you are already expected to have based on being accepted to this course. Therefore, this is not a remedial English course. To improve your English skills, extra practice through your own initiative in class discussions and extra work on practice exercises from our workbooks and texts will be recommended by the instructor throughout the course.

d. avoid scheduling appointments during class time, including in-college appointments. Exceptions may apply. Talk with your instructor.

e. a missed exam may be written at an alternate time only under certain exceptional circumstances, *at the instructor's discretion*. The instructor must be contacted within 24 hours of the scheduled exam, and documentation (e.g. a doctor's note) provided.

f. the final exam will be written on the date scheduled by the College; otherwise, the procedure for "Deferred Final Examination" in the Credit Calendar is to be followed.

***If, for any reason, you feel that you may be unable to follow the course specific policies as prescribed in this course outline including, for example, the electronic devices policy, please arrange for a meeting with the program Chair immediately.***

**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.

### Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's 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, check with your instructor.

**Specialized Supports**

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre, Wellness Services and Student Life Department 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 8:30 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 Test Anxiety. Individual appointments can be made by calling 780-791-8934.

**Student Life Department (CC210)** is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don't know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.

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