

ENGL 100 (INT): Written Composition

3 credits, 3 hours lecture

This course focuses on expository writing skills. Students will develop and organize their thoughts as they study examples of good prose and practice revising their own work. By following the steps of the writing process, students will learn to write clear, well-structured, interesting essays. Course requirements include writing essays, a summary, a report, and a research paper.

Instructor

Instructor Name: Alexis Laird
Office location: CC – 205K
alexis.laird@keyano.ca

Office Hours

By appointment (available in person or over Zoom).

Hours of Instruction:

Prerecorded lectures will be posted to Moodle by **Wednesdays at 6:30**. Delivery method will be asynchronous (students can log onto Moodle at any time to watch the lectures and review course content).

Required Resources

English 100 Course Package, Keyano College Bookstore

The Bare Essentials Form B, Norton, Green, 10th edition, ISBN 978-1-77412-875-6658399-6.

Digital Access Required, See the directions for accessing the digital textbook and activities posted near the top of our Moodle course page.

Course Outcomes

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

- define the audience, purpose, and role of the writer in any writing task
- use prewriting techniques
- organize and develop unified paragraphs that express logical, well-supported ideas
- use smooth transitions between paragraphs
- write and revise at least one draft in various writing styles (e.g. articles, narration, professional correspondence)
- develop a clear, precise, and individual voice as a writer, using appropriate diction and syntax and employing standard English grammar
- use and document reference materials
- revise, edit, and proofread thoroughly

Evaluation

Online Assigned Content: <i>The Bare Essentials</i> – Pre-Tests and Additional Practice	40%
Academic Research Paper	40%
Introduction/Thesis	10%
Body	20%
Conclusion	10%
Mastery Tests: <i>The Bare Essentials</i>	20%
Total	100%

A grade of C- is required for progression. (refer to Grading System on following page)

The minimum standard for passing this course is a grade of D (50%)

Students must achieve an average of 50% on the mid-term/assignments/forum posts/discussions and the final /assignments/forum posts/discussions in order to pass the course and an overall average in the course of 50% (D).

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	96 – 100
	A	4.0	90 – 95
	A-	3.7	85 – 89
Good	B+	3.3	81 – 84
	B	3.0	77 – 80
	B-	2.7	73 – 76
Satisfactory Progression	C+	2.3	69 – 72
	C	2.0	65 – 68
	C-	1.7	60 – 64
Poor Minimum Pass	D+	1.3	55 – 59
	D	1.0	50 – 54
Failure	F	0.0	0 – 49

Course assignments have set due dates to manage both instructor and student workloads. The department policy regarding student evaluation states that assignments are to be submitted by the beginning of class on their respective due dates. See Course Specific Policies below for further explanation.

Proposed Schedule of Topics (Sample): See the Complete Weekly Schedule of Topics on Moodle.

Unit/Component	Lecture Topics/Assignments/Forums	Weekly Timeframe
	<ul style="list-style-type: none"> No Class 	September 1 st
Unit 1	<ul style="list-style-type: none"> Bare Essentials: Chapters 1-2 	September 8 th
Unit 1	<ul style="list-style-type: none"> Bare Essentials: Chapters 3-4 	September 15 th
Unit 2	<ul style="list-style-type: none"> Bare Essentials: Chapter 5 	September 22 nd
Unit 2	<ul style="list-style-type: none"> Bare Essentials: Chapters 6-8 Academic Research Paper: Introduction/Thesis Due 	September 29 th
Unit 2	<ul style="list-style-type: none"> Bare Essentials: Chapters 9-10 	October 6 th
Unit 3	<ul style="list-style-type: none"> Bare Essentials: Chapters 11-12 	October 13 th
Unit 3	<ul style="list-style-type: none"> Bare Essentials: Chapters 13-14 	October 20 th
Unit 3	<ul style="list-style-type: none"> Bare Essentials: Chapters 15-16 Academic Research Paper: Body Due 	October 27 th
Unit 4	<ul style="list-style-type: none"> Bare Essentials: Chapters 17-18 	November 3 rd
Reading Week	<ul style="list-style-type: none"> No Class 	November 10th
Unit 4	<ul style="list-style-type: none"> Bare Essentials: Chapters 19-20 	November 17 th
Unit 4 Unit 7	<ul style="list-style-type: none"> Bare Essentials: Chapter 21 Bare Essentials: Readings Academic Research Paper: Conclusion Due 	November 24 th
Culminating Activity	<ul style="list-style-type: none"> Last Day of Class 	December 1 st

Please Note:

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

Do not book any travel until after the final assignments, forums, or final exam period.

Course Specific Policies

1. **Attendance Policy:** This course will be delivered online, asynchronously; therefore, class attendance at specific times is not required. However, students participation will be monitored via Moodle and TopHat platforms.
2. **Work Hand in Policy:** assigned work must be digitally submitted on the due date. Deadlines for submitting work digitally will be visible for each assignment posted on Moodle and TopHat. 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 or assignment early.
 - c. 10% off the earned grade for each day late including the day it is due, if received after the due date and time. You will be given plenty of time to organize your hand-in time, so plan accordingly and avoid, for example, the potential issues of uploading items at the last minute. Click all the submit and accept buttons to upload an assignment. Be sure to scroll all the way down the page.
 - d. **ensure that you have read and understood the concept of plagiarism before you upload any assigned work** (see Academic Misconduct in the next section of this course outline and the PDF files posted in the introduction section of our Moodle course) All digitally submitted work will be checked for plagiarism on Moodle. **Grammarly.com and other digital grammar checkers are not permitted.** Your mark can be affected if these grammar checkers or other digital writing assistants show up in the plagiarism checker report. **In addition, avoid using sentence flipping and word substitution, with source material, as strategies to elude the plagiarism checker.** Keep your writing original and your own. If you borrow the ideas, words, phrases, or quotations of others use a proper citation.
3. **Course Policies and Procedures:** 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 class provides. You have joined a group of adult students with wide ranging educational backgrounds, steps from achieving 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 always. Be mindful of the potential negative impact of side conversations and other disruptions 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.
 - c. **Your job or other commitments versus attending to the course.** Consider it carefully if it is an issue. Reduced marks will be given on missed work, without an acceptable excuse (excuse paper, acceptable documentation) for the absence. **Make-up assessments/assignments/quizzes will not be given.**

4. Other Course Policies and Procedures:

- a. most of our work is done following the weekly schedule outlined on Moodle. To assist you in staying motivated with your learning, deadlines will be posted for all work that is digitally submitted.
- b. any work showing evidence of copying, copy paste, sentence flipping, word substitution, or other forms of plagiarism is a serious academic infraction. (see also "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 (Forum posts) and extra work on practice exercises from our workbooks and texts will be recommended by the instructor throughout the course.
- d. 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 acceptable documentation (e.g. a doctor's note) provided.
- e. the final exam or final projects will be written/submitted 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 or Zoom etiquette expectations, 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 (see item 4.d., above, in Course Policies and Procedures).

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: to present another person's ideas, writing, artistic work, drawings, images, data, etcetera, as one's own (zero tolerance for plagiarism)
- Presenting another person's substantial writing changes/edits to an assignment/essay on a handed-in assignment that you claim to have written (plagiarism)
- The use of unauthorized aids in assignments or examinations (cheating)

- Collusion or the unauthorized collaboration (working together) with others in preparing work and then handing in the assignment/essay as if it was your own (plagiarism)
- 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 or class (plagiarism)
- Breach of confidentiality
- Copying/cutting and pasting, paraphrasing, or summarizing another person's work (including information found on the Internet and unpublished materials) without proper referencing (plagiarism). Proper referencing must include providing proper citations (see APA 7th Edition reference guide/resources – available from the College Library or in the required texts/PDFs for the course) **Proper quoting, paraphrasing, and summarizing of another person's (source's) work along with providing an in-text citation and a references page for your source(s) is a key part of avoiding plagiarism.**

The consequences for academic misconduct range from a verbal reprimand to receiving zero on the assignment/essay 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.

To ensure your understanding of the concept of plagiarism, read the course PDFs and check with your instructor, if you have any questions.

Specialized Supports

The Student Services Department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented through a model to respond to the restrictions in force at the time. In-person and virtual services will be offered. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30. The College is closed for statutory holidays. If you require support outside of regular business hours, please inform the support service team, and we will do our best to accommodate your needs.

Accessibility Services: provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility supports and to book an appointment, please contact accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing accessibility.services@keyano.ca

Wellness Services: 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. Students may access services virtually and in-person.

Wellness Services welcomes students to participate in any of the group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research and information supports as they engage in their studies. Library staff are available to support you both online and in-person throughout the semester. For a detailed list of library supports and services, go to www.keyano.ca/library. For all inquiries, please email askthelibrary@keyano.ca or chat with us online.

Begin your research with the [Library's FIND page](#). Search for information and sources for your assignments using the OneSearch, the Library's Catalogue, or by searching in a specific database selected from the [A-Z Database List](#).

Individual support with us is available. For support with citations, research and other information needs, appointments can be booked using the online [Book A Librarian Calendar](#). For support with Moodle, educational tools for assignments, Microsoft Office, Zoom, Teams and more, book an appointment using the online [Educational Technology Support Calendar](#).

Research and subject guides are helpful resources when beginning your research, assignment, using new educational technology, or addressing other information needs. To view a subject or course-specific guide, check out the complete listing of online [Subject Guides](#).

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the [Research Help Library page](#).

The Loanable Technology collection is available to support students in their learning pursuits, whether online, in person or both. Items available for borrowing include mobile projectors, webcams, noise-cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing as well as support available, go to the Library's [Loanable Technology webpage](#).

Academic Success Centre: The Academic Success Centre is a learning space in the Clearwater Campus (CC-119) at Keyano College. Students can gather to share ideas, collaborate on projects, get new perspectives on learning from our Academic Content Specialists, or use the Centre's educational resources. The Academic Success Centre provides academic support services to students registered in credit programs at Keyano College in the form of individual tutoring, writing support groups, facilitated study groups, workshops, and study space. Services are **free** to Keyano students.

Academic Content Specialists are available in the areas of Math, Science, Human Services, and English/Humanities. This covers all courses offered at Keyano. The Academic Success Coach can also be found in the Academic Success Centre.

For the most up to date information on how to book a session, please view [the Keyano Academic Success Centre homepage](#).

Academic Integrity: The goal of the Academic Success Centre is to foster a student's ability to learn effectively and independently. Students registered at Keyano College are welcome to drop by the Centre to visit with any of our Academic Content Specialists to discuss their academic concerns.

Availability: Monday to Friday: 8:30 a.m. – 4:30 p.m. Flexible times may be available upon request. Virtual and in-person sessions, please email to get in contact with our Academic Content Specialists. For the most up to date

information on how to book a session, please view the [Academic Success Centre homepage](#).

Academic Success Coach: offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. Academic.success@keyano.ca is the best way to access resources during blended service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

E-Learning

Technology and internet will impact your online learning experience. It's important that you can watch an online video and other course materials, take online quizzes and participate in a live class with your instructor and other students. Live/virtual classes will be hosted in Microsoft Teams or Zoom.

For all course delivery types, you will access your course resources on Keyano's learning management system, **Moodle (iLearn)**. Login in using your [Keyano username and password](#).

Keyano College operates in a Windows based environment, and having the correct tools for online learning is important. Here's a list of recommended system requirements.

Internet Speed

Minimum Internet speeds of 10 Mbps.

Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home).

Check your internet speed with Fast.com

System requirements:

Microsoft Windows	Apple
<p>Minimum Requirements:</p> <ul style="list-style-type: none"> • A Windows 10 computer/laptop • Minimum 4GB of RAM. • 10GB+ available hard drive storage. • Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office software is free to all Keyano students and employees.</u> • Microphone, webcam and speakers. A headset with a microphone is recommended. • System updates must be regularly installed. • Anti-Virus / Anti-Malware software 	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> • A Macintosh (V10.14 and above) computer/laptop • Minimum 4GB of RAM. • 10GB+ available hard drive storage. • Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office software is free to all Keyano students and employees.</u> • Microphone, webcam and speakers. A headset with a microphone is recommended. • System updates must be regularly installed. • Anti-Virus / Anti-Malware software.

<p>Recommended Requirements</p> <ul style="list-style-type: none"> 8GB of RAM A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free. 	<p>Recommended Requirements</p> <ul style="list-style-type: none"> 8GB of RAM A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.
<p>Chromebooks/Tablets/Phones are not recommended as they are not compatible with testing lockdown browsers.</p> <p>A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p>	

Specific Department Requirements:

Business and OA programs require Windows 10.
Other programs may utilize Windows based tools as well.

Computer Software

Students will be able to get access to Microsoft Office 365 for free using Keyano credentials by [clicking here](#).

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or course materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus, no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The [Academic Integrity Policy](#) provides additional information on Keyano College's expectations from students as members of the intellectual community.

ITS Helpdesk

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.