
Course Outline

University Studies

Fall 2019

ENGLISH 199A: 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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a](mailto:jane.jacques@keyano.ca)

Office Hours

Monday	1:00 - 1:50 AM
Tuesday	1:00 - 1:50 PM
Wednesday	11:00 -11:50 AM 3:00 - 3:50 PM
Friday	1:00- 1:50 PM

Hours of Instruction

Monday, Wednesday, Friday 10:00- 10:50

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	15%
Letter Assignment	5%
Library Assignment	10%
Report Assignment	15%
PowerPoint presentation	15%
Capping Exercise proposal	5%
Capping Exercise report	30%
Participation	5%
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 Progression	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	
	C-	1.7	60 – 63.9	
Poor Minimum Pass	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.
	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

Date	Topic	Reading	Assignments	Grammar	Notes
September 4-6	Course Introduction: Writing in a Professional Context		Sept. 6 First informal writing (informal writing continues weekly)		Chapter 3 will form the basis of the grammar quizzes given throughout the course.
September 9-13	The Seven Cs of Good Professional Communication	Chapters 1 & 2		Sept. 11 Quiz 1: Parts of Speech	
September 16-20	Writing the Sentence, Writing the Paragraph	Chapter 2 (continued)		Sept. 18 Quiz 2: Independent and dependent clauses	
September 23-27	E-mails in the Workplace	Chapter 7	Letter assignment given September 23	Sept. 25 Quiz 3: Relative clauses	
September 30 - October 4	Letters that Make Sense	Chapter 8	Capping project & presentation assignments given September 30	Oct. 2 Quiz 4: Coordinating conjunctions	
October 7-11	Documentation, Citation, and Paraphrasing		Library assignment given October 9 Letter assignment due October 9	Oct. 11 Quiz 5: Subordinating conjunctions	Meet at Keyano Library at 10 a.m. on October 7
OCTOBER 14	THANKSGIVING	MONDAY	COLLEGE	CLOSED	
October 16-18	Writing the Proposal	Chapter 17		Oct. 18 Quiz 6: Commas	
October 21-25	Shorter Reports: Progress Reports	Chapter 4	Proposal due October 23	Oct. 23 Quiz 7: Colons and semicolons	
October 28	Shorter Reports: Problem-Solving Reports	Chapter 17			
OCTOBER 30	KEYANO	PROFESSIONAL	DEVELOPMENT	COLLEGE	CLOSED
November 1	Shorter Reports: Accident and Incident Reports		Library assignment due November 1 Report assignment given November 1		
November 4-6	Editing and Proofreading	Chapter 4		Nov. 6 Quiz 8: Subject-verb agreement	
November 8	READING	DAY	NO	CLASS	
NOVEMBER 11	REMEMBRANCE	DAY	NO	CLASS	

November 13-15	Longer Reports	Chapter 18	Report assignment due November 15	Nov. 13 Quiz 9: Pronoun referents	
November 18- 22	Presentation and PowerPoint Skills	Chapter 15		Nov. 20 Quiz 10: Word pairs	
November 25-29, December 2	Presentations: written and oral		Presentations due November 25-29, December 2	Dec. 2 Quiz 11: Review (optional)	
December 4	Last Class		Capping project due December 4	Quiz 12: Review (optional)	

Proposed Schedule of Topics

Please Note:

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

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 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, 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.