ENGL 10-2A, English 10-2
5 credits, 5 hours lecture

English 10-2 focuses on the development of communication skills. The emphasis is on the development of vocabulary, spelling ability, reading skills, verbal expression, and good fundamental writing skills in order to better equip the student for everyday life.

Alberta Education Course Equivalency: English 10-2

Prerequisite: AFL009 or equivalent or permission from the Program Chair.

Instructor

Instructor Name: Doug Ross
Office location: *CC – 205P *Moved to a remote delivery location.
Phone number: *780 791 8948 *Use remote contact - Moodle Messenger or
doug.ross@keyano.ca

Office Hours (By Appointment)

Monday   12:00 – 12:50 p.m.
Tuesday   12:00 –   12:50 p.m.
Wednesday   8:00 – 8:50 a.m. & 12:00 – 12:50 p.m.
Thursday   12:00 – 12:50 p.m.

Hours of Instruction

Tuesday   8:00 – 9:50 a.m.   Zoom Meeting (Click Link: Top of Moodle Course Page)
Wednesday   9:00 – 9:50 a.m.   Zoom Meeting
Thursday   8:00 – 9:50 a.m.   Zoom Meeting

Instructional hours are flexible. **However, the class meets regularly on Zoom at the scheduled class times.** This is where course content will be taught and where we will discuss major items, such as the essay, vocabulary study, "Rules for Writers" study, the short story, preparation for the Quizzes and Forums postings, and preparation for the final exam. **Regular attendance on Zoom contributes to your Class Preparation marks, Discussion marks, and to your overall marks for the course.**

Required Resources

Reading Package, Keyano College,
Rules for Writers (Package), Hacker, Sommers, ISBN-10:1-319-22752X
A Student's Companion to Hacker Handbooks, Packaged w Rules for Writers 13: 978-1-319-22752-4
Improving Vocabulary Skills, Comodromos & Langan, 5th edition, ISBN-978-1-59194-533-8

Course Outcomes

Upon successful completion of the course, students will be able to:

- identify the characteristics of various forms of fiction (short story, poetry, novel)
- identify the characteristics of various forms of non-fiction (short essay, article, recipe, film, media)

- generate an introductory level appraisal of the elements of plot, character, theme in various short stories, poems, and the novel.
- create plot diagrams and communicate elements of plot for short stories, poetry and drama
- observe the use of, listen to, and read Contemporary English
- write properly formatted paragraphs,
- write basic short stories,
- write simple poems,
- engage in personal reflections,
- create detailed summaries
- write a short expository essay
- 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
- identify sentence parts
- review and revise texts in progress
- recognize and be able to use common sentence structures correctly
- identify both controlling ideas and supporting details
- summarize plot, setting and conflict
- describe character traits identified in various texts
- identify the text creator's tone
- differentiate between literal and figurative statements and recognize imagery
- identify visual and aural elements that add meaning to a text
- identify the difference between one's own text preferences (writing style) and content preferences (subject matter)
- identify common text forms and their purposes
- identify the impact that personal context has on constructing meaning
- make use of verbal and non-verbal communications within a group setting
- differentiate between constructive criticism and ridicule, and between irony and sarcasm
- demonstrate appreciation of diversity of thought, expression and opinion

Evaluation

Zoom Discussions & Etiquette, Assignments & Forum Posts	40%
Class Preparation	10%
Mid-term Project	25%
Final Project	25%
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	- Assignments - The Paragraph - In-class questions /responses/ mini presentations – both group / individual (throughout units)	Approx. 3 weeks
Short Stories	- Assignments - In-class questions/responses/-both group/individual	Approx. 2 weeks
Poetry and Short Reading Selections	- Assignments - In-class questions/responses/both group/individual	Approx. 2 weeks
Midterm Exam	Covering Unit 1, 2 and 3	(TBA)
Visuals and Short Reading Selections	- Inferences in reading and writing - Descriptive writing	Approx. 2 weeks
Vocabulary Study: (Throughout Units 1-5) Reading and Writing Skills: (Throughout Units 1-5)	- Vocabulary exercises - Vocabulary quizzes - Understanding the Reading and Writing Process	Approx. 3 weeks
Final Exam	Covering unit 1, 2, 3, 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 adapted for remote delivery***, 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 (see Class Preparation Rubric). Additionally, a **planned extended absence**, at any time in the semester, must be discussed with the Chair of the program, Lisa Turner at lisa.turner@keyano.ca, *prior* to said absence. Most importantly, **be sure to communicate with your instructor**. 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, must be properly managed once a Zoom class has started. **Let the instructor know if you must temporarily be engaged in another activity while Zoom class is in progress.** *(To enhance our on-line experience, Zoom meeting invitations or links for our class are not to be posted on social media or other sharing platform(s)).* **Zoom etiquette is a key part of a great remote delivery learning experience and contributes to your Class Preparation marks as well as to your overall course marks.**

3. <u>**Work Hand in Policy:**</u> assigned work, such as essays and Moodle Forum postings must be digitally submitted<u> on the due date</u>. Deadlines for submitting work digitally will be visible for each assignment posted on Moodle. 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 project 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 of the submit 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. Keep your writing original and your own. If you borrow the ideas, words, phrases, or quotations of others use a proper citation.

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 (see Class Preparation Rubric).*** 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 and other disruptions on class focus while instruction is going on or a student presentation is being given. <u>This includes refraining from all levels of testing of any of these expectations on a class-by-class basis, for whatever reason. If any level of testing (for example, seeing how close you can come to the boundaries of the rules without breaking them or seeing if</u>

you can just break them a little bit) becomes evident, a discussion with the instructor will be required. The need for a discussion will be a subjective judgement on the part of the instructor. This will help ensure that your educational experience and that of others in the class is not hindered or compromised and that the class can proceed smoothly each day with its educational objectives.

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. ***Arrive on time for class.*** Consistently late arrival to class, including last minute arrival, disrupts the learning experience for you and for others and shows that you are not prepared for class. 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, delays caused by temporary technical difficulties and other valid, unexpected events.

d. ***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/attendance for student presentations, without an acceptable excuse (excuse paper, acceptable documentation) for the absence. Students who do not contact the instructor within 24 hours of the missed assignment will receive a mark of zero for any assignments/tests that are given. **Make-up assessments/assignments/quizzes will not be given.** However, students who have missed a major assessment, such as a mid-term exam are permitted to do an alternative assessment within one week of returning to class, providing they have contacted the instructor within 24 hours of the missed assessment and they have provided valid/acceptable documented evidence, such as an excuse paper, to support their absence from the assessment. See the Credit Calendar for policy regarding missing a Final examination; contact with the instructor regarding the absence is an important prompt first step and must take place within the specified timeline in the Credit Calendar.

5. <u>**Other Course Policies and Procedures:**</u>

a. the majority of our work is done following the weekly schedule outlined on Moodle. To assist you in staying motivated with your remote learning, deadlines will be posted for all work that is digitally submitted. In addition, we will have scheduled Zoom meetings to help keep you on track toward successful completion of the course.

b. any work showing evidence of copying, copy paste, or 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. avoid scheduling appointments during class time, including online 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 acceptable 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 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 MLA or APA reference manual/resources – available from the College Library or in the required texts for the course) Proper paraphrasing and summarizing of another person's work along with providing a citation for your source 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.

In order to ensure your understanding of the concept of plagiarism, check with your instructor.

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 College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. 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 Library has evening and weekend hours. Please check keyano.ca/library for current hours.

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 services supports and to book a virtual 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

Academic Success Coaching: 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 virtual service delivery.

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. All individual appointments will continue virtually.

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

Individual virtual 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 virtually and in person during the fall semester. For library service supports and inquiries, please email askthelibrary@keyano.ca.

Individual support with the Information Librarian will be provided virtually. Appointments can be requested by email or by placing a Book a Librarian request using the online form found here.

Research and Subject Guides are helpful resources when conducting research or addressing your information needs. To view a subject or course specific guide, use the following Subject Guides link

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

Skill Centre: provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, writing support groups, facilitated study groups, workshops and study space. Tutoring services are **free** to Keyano students. Tutoring is available for Math, Writing, English, and Science subject areas.

While most courses are being offered online, the Skill Center will be offering mostly virtual tutoring services and in-person sessions as requested. Please email Skill.centre@keyano.ca to get in contact with our tutoring staff.

For the most up to date information on how to book a tutoring session, please view the Keyano Skill Centre homepage.

E-Learning
Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participate in a live class with your instructor and other students.

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 for Fall 2020.

Internet Speed
Minimum Internet speeds of 5 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
Minimum Requirements:	**Minimum Requirements:**
A Windows 10 **computer/laptop** · Minimum 4GB of RAM.	A Macintosh (V10.14 and above) **computer/laptop** · Minimum 4GB of RAM.
· 10GB+ available hard drive storage.	· 10GB+ available hard drive storage.
· Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees.	· Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees.
· Microphone, webcam and speakers. A headset with a microphone is recommended.	· Microphone, webcam and speakers. A headset with a microphone is recommended.
· System updates must be regularly installed.	· System updates must be regularly installed.
· Anti-Virus / Anti-Malware software	· Anti-Virus / Anti-Malware software.

Recommended Requirements

·   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.

Chromebooks are **not** recommended as they are not compatible with testing lockdown browsers.

A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.

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 publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to publish or sell instructor notes without formal written permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property.

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.