English 100

3 credits, 14 weeks, 45 hours

Course Description

English 100 seeks to improve expository writing skills by guiding students through each stage of the composition process: invention, organization, drafting, revision, and editing. Students will practice several styles and techniques of composition, making use of Standard English grammar, diction, and punctuation. Throughout the course, the emphasis will be on writing direct, well-structured prose expressing clear student thought.

Instructor

Sarah Neiman
sarah.neiman@keyano.ca

Office Hours

By appointment; I will be available before and after class.

Hours of Instruction

Room 216
Tuesday 9-12

Required Resources


Recommended Resources


Course Outcomes

By the end of this course, students will be able to:

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

The class will proceed throughout the semester according to the needs, skills and interests of the group. Each group of people presents a unique blend of personalities and abilities. Accordingly, the course content will reflect the needs and nature of the group and the individuals within the group.

Evaluation

Mastery Tests 25%
Short Writing Assignments: 40%
This category includes in-class writing assignments, free-writing assignments, and short (2 pages or less) take-home assignments.
Personal Story 15%
Learning Cell 20%

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

Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Percent</th>
<th>Rubric for Letter Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
<td>&gt; 92.9</td>
<td>Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>85 – 92.9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>80 – 84.9</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
<td>77 – 79.9</td>
<td>Work is generally of high quality, well developed, well written, has clarity, and uses proper format.</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>74 – 76.9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>70 – 73.9</td>
<td></td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.3</td>
<td>67 – 69.9</td>
<td>Work has some developed ideas but needs more attention to clarity, style and formatting.</td>
</tr>
<tr>
<td>Progression</td>
<td>C</td>
<td>2.0</td>
<td>64 – 66.9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
<td>60 – 63.9</td>
<td></td>
</tr>
<tr>
<td>Poor</td>
<td>D+</td>
<td>1.3</td>
<td>55 – 59.9</td>
<td>Work is completed in a general way with minimal support, or is poorly written or did not use proper format.</td>
</tr>
<tr>
<td>Minimum Pass</td>
<td>D</td>
<td>1.0</td>
<td>50 – 54.9</td>
<td></td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>0.0</td>
<td>&lt; 50</td>
<td>Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.</td>
</tr>
</tbody>
</table>
## Proposed Schedule of Topics

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
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</thead>
</table>
| September 15 | - Bare Essentials: Unit 1 / Quick Quiz, Chapters 1-2  
                - In class writing: Writer Profile  
                - *Homework: Mastery tests for Chapters 1-2* |
| September 22 | - Bare Essentials: Unit 1 / Chapters 3-5  
                - In class writing: Parts of Speech/Jabberwocky exercise  
                - *Homework: Mastery tests for Chapters 3-5* |
| September 29 | - Bare Essentials: Unit 5 / Chapter 23  
                - In class writing: Free writing  
                - Introduce Personal Story |
| October 6   | - APA tutorial  
                - Bare Essentials: Unit 2 / Chapters 6  
                - *Homework: Mastery test for Chapter 6* |
| October 13  | - Bare Essentials: Unit 2 / Chapters 7, 8, and 9  
                - *Homework: Mastery tests for Chapters 7, 8, and 9* |
| October 20  | - Bare Essentials: Unit 5 / Chapters 25, 26, 27  
                - **Personal Story Due**  
                - In class writing: Reflect on your writing process |
| October 27  | - Personal Story handed back!  
                - Bare Essentials: Unit 2 / Chapters 10, and 11  
                - Professional correspondence: letters and emails |
| November 3  | - Bare Essentials: Unit 3 / Chapters 12, 13, 14  
                - *Homework: Mastery Tests for Chapters 12, 13, 14* |
| November 17 | - **Professional Correspondence Due**  
                - Bare Essentials: Unit 3 / Chapters 15, 16, and 17  
                - *Homework: Mastery tests for Chapters 15, 16, and 17* |
| November 24 | - Introduce Learning Cell  
                - Catch up on, or jump ahead in, Bare Essentials |
| December 1  | - Bare Essentials: Unit 4 / Chapters 18, 19, 20  
                - *Homework: Mastery tests for Chapters 18, 19, 20*  
                - Take home reading: Politics and the English Language |
| December 8  | - **Learning Cell Due**  
                - Bare Essentials: Unit 4 / Chapters 21, 22  
                - *Homework: Mastery tests for Chapters 21, and 22* |
| December 15 | - Final Review  
                - In class writing response to “Politics and the English Language” |

**Please Note:**
Date and time allotted to each topic is subject to change. 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.

**An Additional Note:**
I have not included in this schedule all of the in-class and short take-home writing assignments. These will vary from class to class based on each class’s needs and abilities.
Performance Requirements:

Course assignments have set due dates to manage both instructor and student workloads. Changes to due dates may occur to adjust overall student workload based on class consensus.

The department policy (revised 2009) regarding student evaluation states that:

- Assignments are to be submitted at the beginning of the class on their respective due dates. If a student is absent from class, the assignment will be considered late.

- Individual extensions require students to contact and ask permission from the instructor prior to the assignment due date. In addition, a signed request for extension, including the extenuating circumstances, must be submitted at that time or as soon as possible.

- For assignments that are late without written permission:
  - a grade will be deducted for assignments up to 3 days late, e.g. a B assignment will become a B-.
  - an additional grade will be deducted for assignments that are 4 – 7 days late, e.g. a B assignment now becomes a C+.
  - no assignments will be accepted after 1 week past the due date.
  - **no assignments will be accepted after the beginning of class on the final due date of the course.**

- Since final exams are not a component of ELCC or EA courses and because learning is participatory, attendance and participation is part of the course grade. **80% attendance, and word-processed assignments when required by the instructor, are necessary to achieve a final grade of B or higher in ELCC and EA courses.**

- A grade of B on an assignment recognizes that the student has met the basic requirements and knows the applicable content thoroughly enough to be able to apply it. A grade of less than B brings attention to the student that there are gaps in understanding the content and skills required for that assignment. Students should use the criteria for assignments to guide assignment work.

- A grade of B+ or higher acknowledges excellence in quality and quantity of work. The student's assignment is above the basic requirements.

**NOTE!! If you quote information or ideas that are not general knowledge, you MUST provide correct documentation. Failure to do so is PLAGIARISM. Plagiarism is literary theft and is a serious offence.**

Specialized Supports

**Counselling and Disability Services**

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

**SKILL Centre**

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.