ENGLISH 013 Section G
5 credits, 16 weeks, 5 hours/week

English 013 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 13 (10-2)

Prerequisite: AFL 009 or equivalent or permission from the Program Chair

Class Hours:  
Monday: 1:00 – 3:00  
Tuesday: 10:00 – 12:00  
Wednesday: 10:00 – 11:00

Instructor: Melodee Helgason  
Telephone: 334-2559 Office  
838-4361 Cell (leave message)  
E-Mail: melodee.helgason@keyano.ca

Office Hours:  
Monday and Thursday 11:00 - 12:00 and 3:30 – 4:00  
Tuesday and Wednesday 12:00 – 1:00

Required Resources:

- Reading and Writing for Success; Archer, Costello and Harvey
- Crossroads; Davies, Kirkland and Siamon
- Vocabulary Skills; Nist and Mohr
- Deathwatch; Robb White
- College Reading Skills: John Langan
- Know More English; Thom Sunega
- 7 English 013 Modules
**General Outcomes:**

**Knowledge-Based Outcomes**
- Students will identify the characteristics of various forms of fiction (short story, poetry, novel)
- Students will identify the characteristics of various forms of non-fiction (short essay, article, recipe, film, media)
- Students will be introduced to the elements of plot, character, theme in various short stories, poems, and the novel.
- Students will create plot diagrams and communicate elements of plot for short stories, poetry and drama
- Students will observe use of, listen to and read Contemporary English

**Skill-Based Outcomes**

**Students will develop writing skills by:**
- Writing properly formatted paragraphs,
- Writing basic short stories,
- Writing simple poems,
- Engaging in personal reflections,
- Creating detailed summaries, and
- Writing a short expository essay

**Students will develop grammatical skills by:**
- Using handbooks and other tools (dictionary, thesaurus, grammar handbook, internet resources) to assist with text creation
- Applying capitalization and punctuation conventions correctly
- Applying spelling conventions consistently and independently
- Identifying and being able to use parts of speech correctly
- Identifying sentence parts
- Reviewing and revising texts in progress
- Knowing and being able to use common sentence structures correctly

**Students will develop reading skills by:**
- Identifying both controlling ideas and supporting details
- Summarizing plot, setting and conflict
- Describing character traits identified in various texts
- Identifying the text creator’s tone
- Differentiating between literal and figurative statements and recognizing imagery
- Identifying visual and aural elements that add meaning to a text
• Identifying the difference between one’s own text preferences (writing style) and content preferences (subject matter)
• Identifying common text forms and their purposes
• Identifying the impact that personal context has on constructing meaning

**Students will develop teamwork / oral communication skills by:**
• Making use of verbal and non-verbal communications within a group setting
• Differentiating between constructive criticism and ridicule, and between irony and sarcasm
• Demonstrating appreciation of diversity of thought, expression and opinion

**Evaluation:**
This grade will be based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>English 013 Modules</td>
<td>50%</td>
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<tr>
<td>Vocabulary Work</td>
<td>15%</td>
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<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>25%</td>
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**Keyano College Grading System: Credit Calendar page 32**
• Posted in class (see page 32 of the Keyano Credit Calendar)
• The student must attain a Grade in excess of 64%, or a 1.7 on the 4.0 Grade Scale, to assure progression.

**Classroom Expectations:**
In order to make the learning center a happy and productive place to learn, each student is expected to:
• attend classes regularly;
• arrive to school on time;
• phone the learning center to notify the instructor should she/he be unable to attend classes that day;
• limit the use of the school telephone to short important phone calls;
• keep her/his work table tidy;
• wash her/his own dishes;
• wear indoor shoes or slippers to help keep the classroom floors clean;
• show respect to fellow students and contribute to maintaining a peaceful learning atmosphere.
Student Rights and Responsibilities

Students should be aware of their rights and responsibilities as laid out in the Keyano College Credit Calendar 2013-2014, on pages 36-40, or as included in the student package.

In order to “refrain from unduly disturbing, disrupting or otherwise interfering with studies...” (KCCC, 2013/2014, p. 37), students should turn cell phones and pagers off when they come to class, and refrain from bringing children or other visitors to class.

ADDITIONAL INFORMATION:

Assignments
Assignments must be submitted in a timely fashion. You need to complete the course in one semester, so any postponement will cause delays later in the semester. If you become too far behind you will not be successful this year.

In-class Assignments/Tests
There will be no re-writes. If you must be absent, be sure to phone me to let me know before class. You will then be expected to make the assignment/test up within 24 hours of your return or a grade of zero will be given. If you are away for an extended period of time, with a legitimate reason, you will be excused from the test. It is your responsibility to inform me of absences and to arrange make-up tests.

Plagiarism
Taking the words or ideas of another person and stating them as your own is plagiarism. When it is necessary to borrow ideas from others, you must give credit to the lender. You may never use another student’s work as your own. If you are resubmitting one of your own, previously marked papers, it must be with my approval. Students who plagiarize will be given a grade of zero.

Final Examination
All final exams must be written on the specified examination date unless the conditions listed in the Keyano College Calendar under "Deferred Exams" apply.

Learner Assistance Program (LAP):
If you have been diagnosed with a learning disability in the past, or feel that you would benefit from some assistance from a disabilities counselor, please call 780-792-5608 to book an appointment. In order to provide effective service, students are advised to address learner assistance issues at the beginning of the semester. Services and accommodations are intended to assist students in the course, while maintaining the academic standards of Keyano College. The LAP can be of assistance to you in disclosing your disability to your instructor, receiving accommodations, and your overall success at Keyano College.
**Proposed Schedule:**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATES</th>
<th>WORK COVERED</th>
<th>ASSIGNMENTS</th>
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</thead>
<tbody>
<tr>
<td>1 &amp; 2</td>
<td>Sept 4 – 13</td>
<td><strong>Module 1: Assessing the Challenge</strong> Booklet: Section 1, 2 &amp; 3 Vocabulary Chapters 1 &amp; 2 Parts of Speech Review Nouns, Pronouns &amp; Verbs; Transitions; Formal &amp; Informal Language</td>
<td>Text and Assignment Questions. Quiz - Sept 12</td>
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<tr>
<td>3 &amp; 4</td>
<td>Sept 16 – 27</td>
<td><strong>Module 2: Media Influences</strong> Sections 1, 2 &amp; 3. (only parts of 1 &amp; 3.) Vocabulary Chapters 3 &amp; 4 Verb Tenses; Compound Sentences; semicolons; commas</td>
<td>Text and Assignment Questions. Quiz - Sept 27</td>
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<td>7 – 9</td>
<td>Oct 15 – 31</td>
<td><strong>Module 4: Understanding Your Reading and Writing</strong> Novel Study – <em>Deathwatch</em> Vocabulary Unit 1 Review &amp; Chapter 7 Section 3.</td>
<td>Text and Novel Assignment. Due – Oct 31</td>
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<tr>
<td>10 – 12</td>
<td>Nov 4 - 21</td>
<td><strong>Module 5: Understanding Ourselves and Others</strong> Sections 1, 2, 3 Vocabulary Chapters 8 &amp; 9 Possessives; Figures of Speech</td>
<td>Text and Assignments Questions. Quiz - Nov 21</td>
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<tr>
<td>15</td>
<td>Dec 9 - 12</td>
<td><strong>Module 7: Encounters with Nature</strong> Section 1 Vocabulary Chapters 12 &amp; Unit 2 Review</td>
<td>Assignment Questions.</td>
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<tr>
<td>16</td>
<td>Dec 13 - 18</td>
<td><strong>FINAL EXAM WEEK</strong></td>
<td>TO BE SCHEDULED</td>
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*Please Note:*  
This course outline may be modified at the instructor’s discretion to facilitate unforeseen time constraints.
### Important College Dates:

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday, September 3, 2013</td>
<td>• Orientation Day</td>
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<tr>
<td>Wednesday, September 4, 2013</td>
<td>• Fall Semester begins</td>
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<td>Tuesday, September 10, 2013</td>
<td>• Last day to add course(s) for academic programs</td>
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<td>• Fall Semester fees due</td>
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<tr>
<td>Wednesday, September 11, 2013</td>
<td>• Winter late fee applied</td>
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<tr>
<td>Tuesday, September 17, 2013</td>
<td>• Last day to drop for academic programs</td>
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<tr>
<td>Friday, September 20, 2013</td>
<td>• Fall Awards application deadline</td>
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<tr>
<td>Friday, October 11, 2013</td>
<td>• Last day to withdraw from course(s) with 50% refund of tuition fees</td>
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<tr>
<td>Monday, October 14, 2013</td>
<td>• College closed (Thanksgiving Day)</td>
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<tr>
<td>Friday, October 25, 2013</td>
<td>• Last day to withdraw without academic penalty</td>
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<tr>
<td>Monday, November 11, 2013</td>
<td>• No classes (Remembrance Day)</td>
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<tr>
<td>Tuesday, December 3, 2013</td>
<td>• Fall Awards Celebration</td>
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<tr>
<td>Thursday, December 12, 2013</td>
<td>• Last day of classes for Academic Upgrading</td>
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<tr>
<td>December 13 - 18, 2013</td>
<td>• Final Exams for Academic Upgrading</td>
</tr>
<tr>
<td>Friday, December 20, 2013</td>
<td>• End of Fall Semester</td>
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</tbody>
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Authorization: English 013 Section G
This course outline has been authorized by the following individuals:

M. Helgason
(Instructor)

Janet Lowndes
(Department Chair)

Guy Harmer
(Department Dean)

Course Outline Effective Date: September 4, 2013