ENGLISH 13 (ENGL013)
Section J
COURSE OUTLINE
FALL 2013

Course Description

ENGLISH 013
ENGL013
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 013 (10-2)

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

Course Hours, Instructor Contact Information, Office Hours

Course Hours: Monday (11:00-12:00), Tuesday (12:00-1:00),
Wednesday (11:00-12:00 / 1:00-3:00)

Instructor: Allen Fung
E-mail: allen.fung@keyano.ca
Phone Number: 780-559-2047
Blackberry: 780-215-4877
Office: Janvier Learning Centre / online
Office Hours: Monday (12:00-1:00 / 3:00-4:00), Tuesday (3:00-4:00),
Wednesday (12:00-1:00), Thursday (12:00-1:00)

Required and Recommended Resources

- English Language Arts 10-2 Modules.
Learner 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
Proposed Topics

The proposed topics for English 013 include:

- Short Stories
- The Novel
- Poetry / Song
- Narrative, Informative & Persuasive Writing
- Analytical Writing
- Oral Presentations
- Film

Tentative Schedule

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATES</th>
<th>WORK COVERED</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 3</td>
<td>Sep 2 – 19</td>
<td>Module 1: Assessing the Challenge Booklet: Section 1, 2 &amp; 3</td>
<td>Text and Assignment Questions. <strong>Quiz - Sep 19</strong></td>
</tr>
<tr>
<td>4 – 5</td>
<td>Sep 23 – Oct 3</td>
<td>Module 2: Media Influences Sections 1, 2 &amp; 3. (only parts of 1 &amp; 3.)</td>
<td>Text and Assignment Questions. <strong>Quiz - Oct 3</strong></td>
</tr>
<tr>
<td>10 – 11</td>
<td>Nov 4 – 14</td>
<td>Module 5: Understanding Ourselves and Others Sections 1, 2, 3.</td>
<td>Text and Assignments Questions. <strong>Quiz - Nov 14</strong></td>
</tr>
<tr>
<td>14 - 15</td>
<td>Dec 2 – 12</td>
<td>Encounters with Nature Section 1</td>
<td>Assignment Questions.</td>
</tr>
<tr>
<td>16</td>
<td>Dec 16 – 18</td>
<td><strong>FINAL EXAM WEEK</strong></td>
<td>TO BE SCHEDULED</td>
</tr>
</tbody>
</table>

*Please Note:* This course outline may be modified at the instructor’s discretion to facilitate unforeseen time constraints.
Evaluation

Course Evaluation

<table>
<thead>
<tr>
<th>Assignments and Modules</th>
<th>50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocabulary</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm</td>
<td>10%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>20%</td>
</tr>
</tbody>
</table>
| **TOTAL**               | **100%**

*Please ensure that each assignment (whether formal or informal) submitted includes the following information in the upper left hand corner of the first page:

- The student’s name
- The course title
- The assignment title
- The due date
- The date of submission

Keyano College Grading System (from Credit Calendar)

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>4.0 Grade Scale</th>
<th>Percentage Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>4.0</td>
<td>96% - 100%</td>
</tr>
<tr>
<td></td>
<td>4.0</td>
<td>90 % - 95 %</td>
</tr>
<tr>
<td></td>
<td>3.7</td>
<td>85 % - 89 %</td>
</tr>
<tr>
<td>Good</td>
<td>3.3</td>
<td>81% - 84%</td>
</tr>
<tr>
<td></td>
<td>3.0</td>
<td>77 % - 80 %</td>
</tr>
<tr>
<td></td>
<td>2.7</td>
<td>73 % - 76 %</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>2.3</td>
<td>69% - 72%</td>
</tr>
<tr>
<td></td>
<td>2.0</td>
<td>65% - 68%</td>
</tr>
<tr>
<td>Minimum Prerequisite</td>
<td><strong>1.7</strong></td>
<td><strong>60% - 64%</strong></td>
</tr>
<tr>
<td>Poor</td>
<td>1.3</td>
<td>55% - 59%</td>
</tr>
<tr>
<td>Minimum Pass</td>
<td>1.0</td>
<td>50% - 54%</td>
</tr>
<tr>
<td>Failure</td>
<td>0.0</td>
<td>0% - 49%</td>
</tr>
</tbody>
</table>
Course Evaluation Late Policy

- Assignments are due at the beginning of class on the scheduled due date, any assignments submitted beyond the start of class will be counted as late and mark deduction will apply. Please ensure your assignment has been accounted for by submitting it electronically to your instructor.
- Late assignments will be subject to a 10% mark reduction per day to a limit of four business days, after which the assignment will receive a grade of zero.
  - Weekends and holidays will be counted as ‘1 business day’ for the purposes of late mark calculation.
- Extenuating circumstances or absences beyond the student’s control may warrant, at the instructor’s discretion and permission, an extension or opportunity to submit a makeup assignment.

Performance Requirements for Students & Relevant Keyano College Policies

1. Student Attendance (from Credit Calendar)

Regular, punctual attendance is necessary for success at Keyano College and on the job after graduation. Students are responsible for attending all learning activities in their courses on a regular and punctual basis. Excessive or inexcusable absences can result in poor or failing grades, loss or reduction of sponsor allowances, and/or probation or suspension. Students are responsible for knowing the attendance policy of their course and/or program.

Attendance Notes (from Instructor)

- Please notify your instructor of absences via e-mail, voice mail, telephone, or text message (preferably in advance of the absence); if your absence will be for more than one class day, please communicate the extended absence to your instructor. It is the student’s responsibility to seek out missed assignments / tasks that were assigned during absence in a timely manner. Your instructor encourages you to make use of their assigned office hours for this purpose.
- Medical documentation (ex: doctor’s note, hospital bracelet, medical certificate) will be required for those students who have missed major assignments or exams and wish to be offered the opportunity to complete a makeup assignment or exam.

2. Academic Misconduct / Student Responsibilities (from Credit Calendar)

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.

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

• By virtue of membership in the College’s academic community, students accept a responsibility to understand and abide by the Academic Regulations stated in the Keyano College course calendar.

• Student Responsibilities: Students must “refrain from unduly disturbing, disrupting or otherwise interfering” (Keyano College Credit Calendar) with the work or other activities of fellow students or staff.

• See also: Student Rights (Keyano College Credit Calendar).

3. Academic Misconduct Notes (from Instructor)

• Plagiarism is defined as “taking and using or claiming the thoughts, writings, inventions, etcetera of another person as one’s own”. 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 the Instructor’s approval. Assigned work or tests showing evidence of copying or plagiarism will receive a mark of zero, the student will be given a verbal warning and notation will be placed on the student’s file. Penalties for further offences may include dismissal from the course or college. Please ensure you submit your own original work and not the work of a tutor, peer, or other person (including an unknown person / website / online material) for assigned work.

• Students in this course will be required to complete and submit an online learning activity that teaches students to be familiar with and understand plagiarism. Successful completion of this online activity will generate a certificate of completion – this certificate must be submitted to your instructor at the beginning of the course before any assignments are submitted for grading.

4. Final Examination

• The final examination will be three hours in length and scheduled during the final exam period. All final examinations must be written on the specified examination date, or the conditions listed in the Keyano College Calendar under “Deferred Final Examination” will apply. Students with accommodations must inform the instructor and the SKILL Centre of any necessary arrangements at least three weeks in advance of the final examination date.
Specialized Supports and Duty to Accommodate

Learner Assistance Program (LAP)

If you have been diagnosed with a Learning Disability in the past, or you feel that you would benefit from some assistance from a Disabilities counsellor, please call our office 780-792-5608 to book an appointment. Services and accommodations are intended to assist you in your course, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, receiving accommodations, and your overall success at Keyano College.

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. The SKILL Centre can be of great assistance to people seeking academic upgrading.

Janvier Learning Centre – Academic Accommodations

As a Community Access Point (CAP) to education and technology, the Janvier Learning Centre is a space designed for student use and learning. This educational space could be used for a variety of reasons. For example, it could be used as an after school study and homework space, a peer tutoring and collaborative learning space, or perhaps a place where students can work on group projects.

Please Note: Access to the Janvier Learning Centre as an after school space is dependent on the permission and scheduling of the CAP facilitator.
<table>
<thead>
<tr>
<th><strong>FALL</strong></th>
<th><strong>WINTER</strong></th>
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<tbody>
<tr>
<td><strong>Tuesday, September 3(^{rd}), 2013</strong></td>
<td>Orientation Day</td>
</tr>
<tr>
<td><strong>Wednesday, September 4(^{th}), 2013</strong></td>
<td>First day of classes</td>
</tr>
<tr>
<td></td>
<td>Tuition deposit non-refundable as of this date.</td>
</tr>
<tr>
<td><strong>Tuesday, September 10(^{th}), 2013</strong></td>
<td>Last day to add course(s) for academic programs</td>
</tr>
<tr>
<td></td>
<td>Fall Semester fees due</td>
</tr>
<tr>
<td><strong>Tuesday, September 17(^{th}), 2013</strong></td>
<td>Last day to drop course(s) for academic programs</td>
</tr>
<tr>
<td></td>
<td>Last day to waive KCSA Health &amp; Dental Plan</td>
</tr>
<tr>
<td><strong>Friday, September 20(^{th}), 2013</strong></td>
<td>Fall Awards application deadline</td>
</tr>
<tr>
<td><strong>Friday, October 11(^{th}), 2013</strong></td>
<td>Last day to withdraw from course(s) with 50% refund of tuition fees</td>
</tr>
<tr>
<td><strong>Friday, October 25(^{th}), 2013</strong></td>
<td>Last day to withdraw from course(s) without academic penalty</td>
</tr>
<tr>
<td><strong>Thursday, December 12(^{th}), 2013</strong></td>
<td>Last day of classes for Academic Upgrading</td>
</tr>
<tr>
<td><strong>December 13(^{th}) – 19(^{th}), 2013</strong></td>
<td>Final Exams for Academic Upgrading</td>
</tr>
<tr>
<td><strong>Monday, January 6(^{th}), 2014</strong></td>
<td>Winter semester begins</td>
</tr>
<tr>
<td></td>
<td>Tuition deposit non-refundable as of this date.</td>
</tr>
<tr>
<td><strong>Friday, January 10(^{th}), 2014</strong></td>
<td>Last day to add course(s) for academic programs</td>
</tr>
<tr>
<td></td>
<td>Winter Semester fees due</td>
</tr>
<tr>
<td><strong>Friday, January 17(^{th}), 2014</strong></td>
<td>Last day to drop course(s) for academic programs</td>
</tr>
<tr>
<td></td>
<td>Last day to waive KCSA Health &amp; Dental Plan (new winter students only)</td>
</tr>
<tr>
<td><strong>Friday, January 31(^{st}), 2014</strong></td>
<td>Last day to withdraw from course(s) with 50% refund of tuition fees</td>
</tr>
<tr>
<td><strong>Friday, March 7(^{th}), 2014</strong></td>
<td>Last day to withdraw from course(s) without academic penalty</td>
</tr>
<tr>
<td><strong>Tuesday, April 22(^{nd}), 2014</strong></td>
<td>Last day of classes for Academic Upgrading</td>
</tr>
<tr>
<td><strong>April 25(^{th}) – April 30(^{th}), 2014</strong></td>
<td>Final Exams for Academic Upgrading</td>
</tr>
</tbody>
</table>
Students who wish to withdraw from a course or program should contact the instructor and Program Chair for academic advice and counselling. To withdraw, students must complete and submit a Change of Registration form before **Friday, October 11th, 2013** (Last day to withdraw from course(s) with 50% refund of tuition fees) or **Friday, October 25th, 2013** (Last day to withdraw from course(s) without academic penalty).

Please Note: It is your responsibility as a student to complete the forms for Withdrawal or Change of Registration, and any other required forms, before the College deadlines. Please refer to the List of Important Dates noted in your course outline.

**Contact Information:**

Allen Fung (Instructor)
Office: 780-559-2047 Mobile: 780-215-4877
E-mail: allen.fung@keyano.ca

Janet Lowndes (Program Chair)
Office: 780-791-8967
E-mail: janet.lowndes@keyano.ca
The outline for English 13 (Section J) Fall 2013 has been reviewed and approved by the Program Chair.

______________________________
Allen Fung, Instructor

Janet Lowndes, Chair               Date Authorized

______________________________
Dean                                  Date Authorized

Signed copies to be delivered to:

Instructor

Office of the Registrar