ENGLISH 023 Section G

English 023
5 credits, 16 weeks, 5 hours/week
English 023 continues the format of English 013. This course offers instruction in various forms of communication. The emphasis in the course is to further develop those skills such as vocabulary, spelling, reading, comprehension, grammar, and writing, encouraged in English 013.

Alberta Education Course Equivalency: English 20-2
Prerequisite: English 013 or English 010 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: 12:00pm to 1:00pm Monday to Thursday
3:30pm to 4:00pm Monday and Thursday

Required/Recommended Resources:

Improving Vocabulary Skills; Goodman, Nist and Mohr
Know More English; Sunega
Of Mice and Men; John Steinbeck
College Reading Skills; John Langan
Between the Lines; Nelson Thomson Learning
Communicate!; Nelson Thomson Learning
General Outcomes:

Knowledge-Based Outcomes

- Students will summarize and explain the characteristics of various forms of fiction (short story, poetry, drama, novel)
- Students will summarize and explain the characteristics of various forms of non-fiction (essay, article, film, media)
- Students will identify and describe the characteristics and elements of plot (character, setting, and plot diagram) and theme in various texts including short stories, poetry, novel and drama.
- Students will observe the use of, listen to and develop their skills in reading and interpreting various forms / constructions of Contemporary English

Skill-Based Outcomes

Students will demonstrate and extend writing skills by:

- Writing advanced paragraphs (including thesis statement);
- Developing complete and complex short stories of various themes;
- Developing poetry of various styles, and
- Writing more complex forms of essays (narrative, expository, personal).

Students will demonstrate and extend 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 be able to use parts of speech correctly, revising own texts for verb consistency
- Reviewing and revising texts in progress for correct usage of unconventional punctuation for effect (nonstandard spelling, dialect, etc.)
- Using common sentence structures correctly, revising texts as needed to ensure clarity.

Students will demonstrate and extend reading skills by:

- Paraphrasing information, identifying both controlling ideas and supporting details
- Summarizing plot, setting and atmosphere
- Describing conflict and identifying theme
- Describing character traits identified in various texts
- Describing a text creator’s tone, and relating it to purpose and audience
- Differentiating between literal and figurative statements and identifying various literary techniques
- Describing visual and aural elements and their contributions to the meaning of a text
- Identifying common text forms and their purposes
- Using strategies to gain background knowledge about history and society when studying a particular text
- Identifying the impact that personal context has on constructing meaning

Students will demonstrate and extend teamwork / oral communication skills by:

- Making use of verbal and non-verbal communications within a group setting
- Analyzing behavioural expectations of working in a group setting
- Demonstrating appreciation of diversity of thought, expression and opinion
Evaluation:
This grade will be based on the following:

- Class Assignments 45%
- Vocabulary 15%
- Quizzes 10%
- Final Examination 30%

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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| 1 & 2  | Sept 4 - 13 | **Module 1: Looking Ahead**  
Booklet: Section 1 & 3                                                        | Text and Workbook Questions.  
*Quiz* - Sept 13                                          |
| 3 & 4  | Sept 16 – 27| **Module 2: Roles & Relationships**  
(Business Communication)  
Sections 1, 2 & 3. (only parts of 1, 3.)       | Text and Workbook Questions.  
*Quiz* - Sept 27                                          |
| 5 – 7  | Sept 30 – Oct 18 | **Module 3: Making Choices - Short Stories**  
Section 1.  
**Novel** – Booklet: Sections 2 & 3.  
*Of Mice and Men*                                         | Text and Workbook Questions.  
*Novel Assignment Due Oct 18*                             |
| 8 & 9  | Oct 21 – Nov 1| **Module 4: Media & Technology**  
Ads & Brochures  
Section 3.                                                 | Text and Workbook Questions.  
*Quiz – Nov 1*                                            |
| 10 - 12 | Nov 4 – 22  | **Module 5: Understanding And Acceptance**  
Photo essays, Poems, Diaries & Essays.  
Sections 1, 2, 3.                                         | Text and Workbook Questions.  
*Quiz - Nov 22*                                           |
| 13 & 14| Nov 25 – Dec 6| **Module 6: Characters in Conflict**  
Plays, films, movies. Sections 1, 2.                      | Text and Workbook Questions.  
*Quiz - Dec 6*                                             |
| 15     | Dec 9 - 12  | **Review / Completion of outstanding work.**                                 |                                                       |
| 16     | Dec 13 - 18 | **FINAL EXAM WEEK**                                                          | **TO BE SCHEDULED**                                    |
## Important College Dates:

<table>
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<tr>
<th>Date</th>
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<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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| Tuesday, September 10, 2013 | Last day to add course(s) for academic programs  
|                             | Fall Semester fees due               |
| Wednesday, September 11, 2013| Winter late fee applied              |
| Tuesday, September 17, 2013 | Last day to drop for academic programs |
| Friday, September 20, 2013  | Fall Awards application deadline     |
| Friday, October 11, 2013    | Last day to withdraw from course(s) with 50% refund of tuition fees |
| Monday, October 14, 2013    | College closed (Thanksgiving Day)    |
| Friday, October 25, 2013    | Last day to withdraw without academic penalty |
| Monday, November 11, 2013   | No classes (Remembrance Day)         |
| Tuesday, December 3, 2013   | Fall Awards Celebration              |
| Thursday, December 12, 2013 | Last day of classes for Academic Upgrading |
| December 13 - 18, 2013      | Final Exams for Academic Upgrading   |
| Friday, December 20, 2013   | End of Fall Semester                 |
Authorization:

This course outline has been authorized by the following individuals:

M. Helgason __________________________________________
(Instructor)

Janet Lowndes _________________________________________
(Chair)

Guy Harmer __________________________________________
(Dean)

Course Outline Effective Date: September 4, 2013