

**Childhood Studies/Education Assistant Certificate**

Fall 2013

**Instructor:**

Melina H. Moore

[Melina.Moore@keyano.ca](mailto:Melina.Moore@keyano.ca)

**Office Hours:**

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

**Hours of Instruction:**

Fridays 9:00am -12:00pm

September 13 - December 6

Room 216

**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.

*3 Credits, 45 hours*

**Required Resources:**

Norton, S. & Green, B. *The Bare Essentials Form B. (7<sup>th</sup> Ed.)*. Toronto: Thomson Canada.

**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 each of the following styles:
  - a. Description
  - b. Narration
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. employ the editorial loop process
9. 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.

#### METHODS OF EVALUATION:

In-Class Assignments: 30%

Homework Assignments: 30%

Readings: 20%

Personal Story: 20% **Due: November 1<sup>st</sup>, 2013**

Each project will be reviewed in class and a criteria sheet will be provided. It is the responsibility of the individual student to access missed information or further clarification out of class.

Legend			
Percentage Scale	Alpha Grade	4.0 Scale	Descriptor
94-100	A+	4.0	Excellent
	A	4.0	
90-93	A-	3.7	
86-89	B+	3.3	Good
80-85	B	3.0	
75-79	B-	2.7	
70-74	C+	2.3	Satisfactory
65-69	C	2.0	
60-64	C-	1.7	
56-59	D+	1.3	Poor
50-55	D	1.0	Minimum Pass
0-49	F	0.0	Failure

*As per Keyano College policy, the minimum progression grade for this course is C-*

#### 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. The final due date for ENGL 100 is December 6, 2013.***
- 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.

### ***Academic Regulations***

Please use this link to view Keyano College's Academic Regulations:  
<http://keyano.ca/sites/default/files/academic%20regulations.pdf>

**Academic Schedule**

Scroll down to page 9 of this document to review the academic schedule:

[http://keyano.ca/sites/default/files/a\\_files/calendars/keyano.calendar.credit%282012-2013%29.pdf](http://keyano.ca/sites/default/files/a_files/calendars/keyano.calendar.credit%282012-2013%29.pdf)

**Please note the following dates for Fall 2013:**

<p><b><u>September</u></b>            Tuesday, 3            Wednesday, 4            Thursday &amp;            Friday, 5,6</p> <p>Tuesday, 10</p> <p>Tuesday, 17</p> <p>Friday, 20</p>	<p>Orientation Day            Fall semester <b>begins</b></p> <p><b>St. John 1<sup>st</sup> Aid</b></p> <p>Last day to add courses for academic programs.  <b>Tuition for Fall semester is due. Late fee of \$100</b> charged on any outstanding balance after this date.</p> <p><b>Last day to drop</b> courses for academic programs. Last day to waive health and dental benefits.</p> <p><b>Fall Awards application deadline</b></p>
<p><b><u>October</u></b>            Friday, 11            Monday, 14            Friday, 25</p>	<p>Last day to withdraw from courses with 50% refund of tuition fees.            Thanksgiving Day, <b>College closed.</b>            Last day to withdraw from courses without academic penalty, courses dropped after this date will be graded <b>"WF"</b>.</p>
<p><b><u>November</u></b>            Monday, 11</p>	<p>In observance of Remembrance Day, <b>College closed.</b></p>
<p><b><u>December</u></b>            Tuesday, 3</p> <p>Thursday, 12</p> <p>Friday, 20</p>	<p>Keyano College <b>Fall Awards ceremony</b></p> <p>Last day of Classes for Childhood Studies programs.</p> <p>Fall grades due to Registrar by 4:30 p.m.</p> <p><b>**Winter term Classes resume on Monday, January 7, 2012</b></p>

**Specialized Supports & Duty to Accommodate:*****Disability Support Services: Learner Assistance Program***

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counsellor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

***Specialized Supports and Duty to Accommodate***

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation, and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.

**Authorization:**

This course outline has been reviewed and approved by the Program Chairperson.

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Melina H. Moore, Instructor

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Vincella Thompson, Chair

Date Authorized

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Guy Harmer, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor  
Registrar's Office