

**ENGL 100A – Written Composition**

*3 credits, 3 hours per week*

This course focuses on expository writing skills. Students will develop and organize their thoughts as they study examples of good prose and practice revising their own work. By following the steps of the writing process, students will learn to write clear, well-structured, interesting essays. Course requirements include writing essays, a summary, a report and a research paper.

**Instructor**

Sarah Neiman  
[sarah.neiman@keyano.ca](mailto:sarah.neiman@keyano.ca)

**Office Hours**

By appointment.

**Hours of Instruction**

Monday            9:00 AM – 11:50AM            Room CC 228

**Required Resources**

Norton, S. & Green, B. *The Bare Essentials Form B*. (6th Ed.). Toronto: Thomson Canada.

**Recommended Resources**

Clark, Roy Peter. *Writing Tools: 50 Essential Strategies for Every Writer*. New York: Little Brown and Company.

Clark, Roy Peter. *The Glamour of Grammar: A Guide to the Magic and Mystery of Practical English*. New York: Little Brown and Company.

**Course Outcomes**

Upon successful completion of this course, the student shall be able to:

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

**Evaluation**

Mastery Tests	25%
Short Writing Assignments:	40%
• <i>Cover Letter</i>	10%
• <i>Free-Writing Assignments</i>	10%
• <i>In-Class Essay Assignments</i>	20%
Essay Assignment #1 (Definition Essay)	15%
Essay Assignment #1 (Definition Essay)	20%

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

**Grading System**

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

**Proposed Schedule of Topics**

September 11	<ul style="list-style-type: none"> <li>• Bare Essentials: Unit 1 / Quick Quiz, Chapters 1-5</li> <li>• In class writing: Writer Profile</li> <li>• In class writing: Parts of Speech/Jabberwocky exercise</li> <li>• <i>Homework: Mastery tests for Chapters 1-5</i></li> </ul>
September 18	<ul style="list-style-type: none"> <li>• Bare Essentials: Unit 5 / Chapters 23</li> <li>• In class writing: Free writing introduction</li> <li>• Introduce Essay Assignment #1</li> </ul>
September 25	<ul style="list-style-type: none"> <li>• APA tutorial</li> <li>• Bare Essentials: Unit 2 / Chapters 6</li> <li>• <i>Homework: Mastery test for Chapter 6</i></li> </ul>
October 2	<ul style="list-style-type: none"> <li>• Bare Essentials: Unit 2 / Chapters 7, 8, and 9</li> <li>• <i>Homework: Mastery tests for Chapters 7, 8, and 9</i></li> <li>• <b>Essay Assignment #1 DUE</b></li> </ul>
October 16	<ul style="list-style-type: none"> <li>• Bare Essentials: Unit 5 / Chapters 25, 26, 27</li> <li>• In class writing: Reflect on your writing process</li> </ul>

October 23	<ul style="list-style-type: none"> <li>• Bare Essentials: Unit 2 / Chapters 10, and 11</li> <li>• Professional correspondence: letters and emails</li> </ul>
October 30	<ul style="list-style-type: none"> <li>• Bare Essentials: Unit 3 / Chapters 12, 13, 14</li> <li>• <i>Homework: Mastery Tests for Chapters 12, 13, 14</i></li> </ul>
November 6	<ul style="list-style-type: none"> <li>• <b>Cover Letter Due</b></li> <li>• Introduce Essay Assignment #2</li> <li>• Bare Essentials: Unit 3 / Chapters 15, 16, and 17</li> <li>• <i>Homework: Mastery tests for Chapters 15, 16, and 17</i></li> </ul>
November 20	<ul style="list-style-type: none"> <li>• Bare Essentials: Unit 4 / Chapters 18, 19, 20</li> <li>• <i>Homework: Mastery tests for Chapters 18, 19, 20</i></li> </ul>
November 27	<ul style="list-style-type: none"> <li>• <b>Essay Assignment #2 DUE</b></li> <li>• Bare Essentials: Unit 4 / Chapters 21, 22</li> <li>• <i>Homework: Mastery tests for Chapters 21, and 22</i></li> </ul>
December 4	<ul style="list-style-type: none"> <li>• Final Review and In class writing</li> </ul>

**Please Note:**

Date and time allotted to each topic is subject to change.

**Performance Requirements****Student Responsibilities**

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.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

**Student Attendance**

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

**Academic Misconduct**

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
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

## **Specialized Supports**

### **Counselling and Accessibility 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.

**Authorization**

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

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Sarah Neiman, Instructor

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Stephanie Brake, Chair

Date Authorized

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Vincella Thompson, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor  
Registrar's Office