

English 100

3 credits, 7 weeks, 45 hours

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.

Instructor

Sarah Neiman
sarah.neiman@keyano.ca

Office Hours

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

Hours of Instruction

Room 216
Mondays 6:30 – 9:30
Wednesdays 6:30 – 9:30

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

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 various writing styles (eg. Articles, narration, professional correspondence)
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. 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.

Evaluation

Mastery Tests	30%
Writing Assignments	40%
Learning Cell #1	10%
Learning Cell #2	15%

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

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent	Rubric for Letter Grades
Excellent	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
	A	4.0	85 – 92.9	
	A-	3.7	80 – 84.9	
Good	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
	B-	2.7	70 – 73.9	
Satisfactory	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
	Progression	C-	60 – 63.9	
Poor	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support, or is poorly written or did not use proper format.
	Minimum Pass	D	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

Proposed Schedule of Topics

May 11	<ul style="list-style-type: none"> • Bare Essentials: Unit 1 / Quick Quiz, Chapters 1-2 • In class writing: Writer Profile
May 13	<ul style="list-style-type: none"> • Writer Profile handed back • Bare Essentials: Unit 1 / Chapters 3-5 • In class writing – Parts of Speech and Collaborative Poetry • Homework: Mastery tests for Chapters 1-5
May 20	<ul style="list-style-type: none"> • Bare Essentials: Unit 5 / Chapter 23 • In class writing: Brainstorming and Free writing • Homework: Read ahead Unit 2 / Chapters 6, 7, and 8
May 25	<ul style="list-style-type: none"> • Introduce Learning Cell #1 • Bare Essentials: Unit 2 / Chapters 6 • APA tutorial • Homework: Mastery test for Chapter 6
May 27	<ul style="list-style-type: none"> • Bare Essentials: Unit 2 / Chapters 7, 8, and 9 • Introduce rubric for Learning Cell • In class writing: Respond to a text • Homework: Mastery tests for Chapters 7, 8, and 9
June 1	<ul style="list-style-type: none"> • Bare Essentials: Unit 5 / Chapters 25, 26, 27 • Learning Cell #1
June 3	<ul style="list-style-type: none"> • Bare Essentials: Unit 2 / Chapters 10, and 11 • In class writing: Reflect on your writing process
June 8	<ul style="list-style-type: none"> • Learning Cell #1 handed back • Formal correspondence: letters and emails • Bare Essentials: Unit 3 / Chapters 12, 13, 14
June 10	<ul style="list-style-type: none"> • Pop Quiz: Mastery tests for Chapters 12, 13, and 14 • In class writing: Respond to a text
June 15	<ul style="list-style-type: none"> • Formal Correspondence Due • Introduce Learning Cell #2 • Bare Essentials: Unit 3 / Chapters 15, 16, and 17 • Homework: Mastery tests for Chapters 15, 16, and 17
June 17	<ul style="list-style-type: none"> • Bare Essentials: Finish Unit 3 • In class writing: Respond to a text
June 22	<ul style="list-style-type: none"> • Letters handed back • Bare Essentials: Unit 4 / Chapters 18, 19, 20 • Learning Cell #2 • Homework: Mastery tests for Chapters 18, 19, 20
June 24	<ul style="list-style-type: none"> • Bare Essentials: Unit 4 / Chapters 21, 22 • In class writing: Reflect on the course • Final review

Please Note:

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

Performance Requirements

- 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.
- For assignments that are late without 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.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's 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

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

Specialized Supports

Counselling and Disability 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.

Sarah Neiman, Instructor

[First Name, Last Name], Chair

Date Authorized

Vincella Thompson, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office