

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

Instructor Name: Alexis Laird
Office location: CC205K
Phone number: 780.790.4976
alexis.laird@keyano.ca

Office Hours

Monday: 1:00 – 2:00 PM
Tuesday: 10:00 – 11:00 AM
Wednesday: 9:00 – 10:00 AM
Thursday: 5:00 – 6:00 PM
Friday: 2:00 – 3:00
.

Hours of Instruction

Monday: 9:00 AM – 11:50 AM
Room: CC273

Required Resources

Norton, S. & Green, B. *The Bare Essentials Form B*. (9th 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 while employing standard English grammar
- use and document reference materials
- revise, edit, and proofread thoroughly

Evaluation

In Class Writing Assignments	25%
Short Writing Assignment	25%
Research Paper	25%
Final in Class Writing Assignment	25%

Students will receive written instruction for all graded assignments in class.

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

Course assignments have set due dates to manage both instructor and student workloads. The department policy 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:
 - 1% will be deducted per day (including Saturday and Sunday)
 - No assignments will be accepted after 1 week past the due date, without extenuating circumstances and approval has been given by your instructor.
- 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.

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 10	<ul style="list-style-type: none"> • Introductions and review of the course outline. • Bare Essentials: Unit 1 / Chapters 1-4
September 17	<ul style="list-style-type: none"> • Bare Essentials: Unit 2 / Chapters 5-7
September 24	<ul style="list-style-type: none"> • Bare Essentials: Unit 2 continued / Chapters 8-10
October 1	<ul style="list-style-type: none"> • Bare Essentials: Unit 3 / Chapters 11-13 • Short Writing Assignment due in class.
October 8	<ul style="list-style-type: none"> • No Class – Thanksgiving
October 15	<ul style="list-style-type: none"> • Library Tour • Bare Essentials: Unit 3 continued / Chapters 14-16 • In Class Writing Assignments due in class.
October 22	<ul style="list-style-type: none"> • Bare Essentials: Unit 3 continued / Chapters 14-16
October 29	<ul style="list-style-type: none"> • Bare Essentials: Unit 4 / Chapters 17-21
November 5	<ul style="list-style-type: none"> • Bare Essentials: Unit 5 / Chapters 22-24
November 12	<ul style="list-style-type: none"> • No Class – Remembrance Day
November 19	<ul style="list-style-type: none"> • Bare Essentials: Unit 5 continued / Chapters 25-27 • Research Paper due in class.
November 26	<ul style="list-style-type: none"> • Bare Essentials: Unit 7 • Group Activity • Final Review • In Class Writing Assignments due in class.
December 3	<ul style="list-style-type: none"> • Final in Class Writing Assignment

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. 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

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

Accessibility Services (CC167) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Text Anxiety. Individual appointments can be made by calling 780-791-8934.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.