

**AFL 100, Foundational English Language Arts**

*12 credits, 12 hours per week*

**Course Description:**

Through the integration of the six language arts: reading, writing, speaking, listening, viewing, and representing, this course prepares students for reading and writing in academic settings. The course builds students' spoken and writing vocabulary; writing in context (grammar and spelling); critical reading, comprehension, and research skills. Students are exposed to a variety of print and oral texts as well as visual media.

**Instructor**

Nancy Fitzgerald  
CC205 K  
(780)747-4629  
Nancy.fitzgerald@keyano.ca

**Office Hours**

Friday by appointment only. In person or Zoom

**Hours of Instruction**

Monday to Thursday 9:00am –12:00pm

**Required Resources**

Ten Steps to Improving College Reading Skills  
John Langan, 7th edition  
Townsend Press © 2020 ISBN# 978-59194-566-6

English Essentials John Langan and Beth Johnson  
Townsend Press © 2005 ISBN # 1-59194-022-2

Groundwork for A Better Vocabulary 5th Edition  
Eliza Comodromos and Paul Langan  
Townsend Press, Inc. © 2019  
ISBN # 978-1-59194-556-7

\*\*Online subscription is preferred, however if you buy the textbook, included is the student access code for the online subscription.

**Total Access Townsend Press Subscription****Online Subscription Plus-Total Access**

<https://www.townsendpress.net/products>

Subscriptions:

\$55.00 for 10 months

\$40.00 for 4 months or \$15.00 per month

**Course Outcomes**

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

- Revise understanding and expression of ideas by connecting new and prior knowledge and experiences
- Talk with others and experience a variety of oral, print and other media texts to explore, develop and justify own opinions and points of view
- Review, reread, discuss, and reflect on oral, print and other media texts to explore, confirm, or revise understanding
- Extend understanding by taking different points of view when rereading and reflecting on oral, print and other media texts
- Develop and extend understanding by expressing and responding to ideas on the same topic, in a variety of forms of oral, print, and other media texts
- Acknowledge the value of ideas and opinions of other in exploring and extending personal interpretations and perspectives
- Exchange ideas and opinions to clarify understanding and to broaden personal perspectives
- Use previous reading experiences, personal experiences and prior knowledge as a basis for reflecting on and interpreting ideas encountered in texts
- Enhance understanding by paraphrasing main ideas and supporting details, and by rereading and discussing relevant passages.
- Use knowledge of visual and textual cues and structural features when skimming and scanning various print and other media texts to locate relevant information effectively and efficiently
- Apply and explain effective procedures for identifying and comprehending words in context; adjust procedures according to the purpose for reading and the complexity of the texts
- Use reference materials, including a writer's handbook, to verify correct usage, address uncertainties and solve problems that arise
- Experience oral, print and other media texts from a variety of cultural traditions and genres, such as magazine articles, diaries, drama, poetry, nonfiction, essays, broadcast advertisements, novels, documentaries, films, electronic magazines and realistic fiction
- Identify and discuss theme and point of view in oral, print, and other media texts
- Interpret the choices and motives of characters portrayed in oral, print, and other media texts, and examine how they relate to self and others
- Discuss how techniques, such as irony, symbolism, perspective and proportion, communicate meaning and enhance effect in oral, print and other media texts
- Identify ways that characters can be developed, and discuss how character, plot, and setting are interconnected
- Evaluate the effectiveness of different types of media texts for presenting ideas and information
- Compare the development of character, plot and theme in two oral, print or other media texts
- Identify creative uses of language and visuals in popular culture, such as commercials, rock videos and magazines; explain how imagery and figurative language create a dominant impression, mood, and tone
- Create oral, print, and other media texts related to issues encountered in texts and in own life
- Acknowledge the value of ideas and opinions of other in exploring and extending personal interpretations and perspectives
- Exchange ideas and opinions to clarify understanding and to broaden personal perspectives
- Experience oral, print and other media texts from a variety of cultural traditions and genres, such as magazine articles, diaries, drama, poetry, nonfiction, essays, broadcast advertisements, novels, documentaries, films, electronic magazines and realistic fiction
- Identify and discuss theme and point of view in oral, print, and other media texts
- Interpret the choices and motives of characters portrayed in oral, print, and other media texts, and examine how they relate to self and others
- Discuss how techniques, such as irony, symbolism, perspective and proportion, communicate meaning and enhance effect in oral, print and other media texts

- Identify ways that characters can be developed, and discuss how character, plot, and setting are interconnected
- Evaluate the effectiveness of different types of media texts for presenting ideas and information
- Compare the development of character, plot and theme in two oral, print or other media texts
- Identify creative uses of language and visuals in popular culture, such as commercials, rock videos and magazines; explain how imagery and figurative language create a dominant impression, mood, and tone
- Create oral, print, and other media texts related to issues encountered in texts and in own life
- Experiment with several ways to focus a topic, and select a form appropriate to audience and purpose
- Select the most appropriate information sources for topic, audience, purpose, and form
- Select information sources that will provide effective support, convincing argument or unique perspectives
- Distinguish between primary and secondary sources, and determine the usefulness of each for research purposes
- Develop and use criteria for evaluating the usefulness, currency, and reliability of information for a particular research project
- Organize ideas and information creatively, as well as logically, to develop a comparison or chronology, or to show a cause-effect relationship
- Use own words to summarize and record information in a variety of forms; paraphrase and/or quote relevant facts and opinions; reference sources
- Communicate ideas and information in a variety of oral, print and other media texts
- Share draft, oral, print, and other media texts in a way that will elicit useful feedback
- Work collaboratively to make appropriate revisions based on feedback provided by peers. Revise and edit all sections of work
- Choose an effective format for documents, depending on the content, audience, and purpose
- Use words and phrases to modify, clarify, and enhance ideas and descriptions in own writing
- Use a variety of simple, compound, and complex sentence structures to communicate effectively, and to make writing interesting
- Demonstrate the deliberate, conscientious and independent application of a variety of editing and proofreading strategies to confirm spellings in own writing
- Apply the rules of capitalization and punctuation to own writing
- Select, organize and present information to appeal to the interests and background knowledge of various readers or audiences
- Plan and shape presentations to achieve particular purposes or effects, and use feedback from rehearsals to make modifications
- Compare own with others' understanding of people, cultural traditions and values portrayed in oral, print, and other media texts
- Clarify and broaden perspectives and opinions, by examining the ideas of others
- Create or use oral, print, and other media texts in ways that are respectful of people, opinions, communities, and cultures
- Contribute to group efforts to reach consensus or conclusions, by engaging in dialogue to understand the ideas and viewpoints of others
- Contribute ideas, knowledge, and strategies to identify group information needs and sources
- Establish and use criteria to evaluate group process and personal contributions

**Evaluation**

Mid-term	15%
Learning Activities/Computer Lab	30%
Poetry presentation	10%
Short Story presentation	10%
Essay	15%
Final Exam	20%

**Grading System**

<b>Descriptor</b>	<b>4.0 Scale</b>	<b>Percent</b>
	4.0	96 – 100
Excellent	4.0	90 – 95
	3.7	85 – 89
	3.3	81 – 84
Good	3.0	77 – 80
	2.7	73 – 76
	2.3	69 – 72
Satisfactory	2.0	65 – 68
<b>Minimum Prerequisite</b>	1.7	60 – 64
Poor	1.3	55 – 59
Minimum Pass	1.0	50 – 54
Failure	0.0	0 – 49

## Proposed Schedule

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	August 30	31 First day of class	September 1 Writing: Placement test  Reading and Vocabulary: Placement tests	2 Writing: Subject, predicate, article  Reading: Reading comprehension	3
2	6 Writing: Capital Letters Abbreviations  Reading: Vocabulary Unit One Chapter 1 Building Better Vocabulary	7 Writing: Synonym homonyms  Reading: Reading comprehension	8 Writing: Parts of speech  Reading: Reading comprehension	9 Writing: Parts of speech  Reading: Reading comprehension	10
3	13 Writing: Irregular verbs Subject-verb agreement  Reading: Vocabulary Unit One Chapter 2 Building Better Vocabulary	14 Writing: Verb tense  Reading: Reading comprehension	14 Writing: Sentence types  Reading: Reading comprehension	14 Writing: Sentence types  Reading: Reading comprehension	17
4  4 (Con't)	20 Writing: Sentence fragments  Reading: Vocabulary Unit One Chapter 3 Building Better Vocabulary	21 Writing: Run-ons Comma splice  Reading: Identifying the Main idea	22 Writing: Punctuation Comma  Reading: Identifying the Main idea	23 Writing: Punctuation Apostrophe  Reading: Identifying the Main idea	24



9	25 Writing: Poetry Assignment	26 Writing: 5 paragraph essays Thesis writing  Reading: Listening comprehension	27 Writing: 5 paragraph essays Thesis statement vs main idea  Reading: Listening comprehension	28 Writing: 5 paragraph essays Supporting Details  Reading: Listening comprehension	29
10       10 (con't)	Nov. 1 Writing: 5 paragraph essays Inferences    Reading: Vocabulary Unit Two Chapter 2 Building Better Vocabulary	2 Writing: Shorty Stories    Reading: Listening comprehension Short Stories	3 Writing: Shorty Stories    Reading: Listening comprehension Short Stories	4 Writing: Shorty Stories    Reading: Listening comprehension Short Stories	5
11	8 Writing: Shorty Story  Reading: Vocabulary Unit Two Chapter 3 Building Better Vocabulary	9 Writing: Shorty Story Presentations	10 Reading Days	11 Reading Days	12 Reading days
12	15 Writing: Authors Purpose  Reading: Vocabulary Unit Two Chapter 4	16 Writing: Authors Purpose	17 Writing: Authors Tone	18 Writing: Authors Tone	19

	Building Better Vocabulary				
13	22 Writing: 5 paragraph essay  Reading: Vocabulary Unit Two Chapter 5 Building Better Vocabulary	23 Writing: 5 paragraph essay	24 Writing: 5 paragraph essay	25 Writing: 5 paragraph essay	26
14	29 Writing: Essay Assignment Due	30 Final exam review	Dec. 1 Final exam review	2 Final exam review	3
15	FINAL EXAMS				
16	FINAL EXAMS				

**Please Note:**

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

## Performance Requirements and Student Services

### 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](#). The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

### 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 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; and
- 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 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 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 may not be graded until you show this signed certificate.

### Specialized Supports

The Student Services Department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented through a model to respond to the restrictions in force at the time. In-person and virtual services will be offered. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30. The College is closed for statutory holidays. If you require support outside of regular business hours, please inform the support service team, and we will do our best to accommodate your needs.

**Accessibility Services:** provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility supports and to book an appointment, please contact [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca).

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca)

**Wellness Services:** 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. Students may access services virtually and in-person.

Wellness Services welcomes students to participate in any of the group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual appointments can be made by emailing [wellness.services@keyano.ca](mailto:wellness.services@keyano.ca).

**Library Services:** provides students with research and information supports as they engage in their studies. Library staff are available to support you both online and in-person throughout the semester. For a detailed list of library supports and services, go to [www.keyano.ca/library](http://www.keyano.ca/library). For all inquiries, please email [askthelibrary@keyano.ca](mailto:askthelibrary@keyano.ca) or chat with us online.

Begin your research with the [Library's FIND page](#). Search for information and sources for your assignments using the OneSearch, the Library's Catalogue, or by searching in a specific database selected from the [A-Z Database List](#).

Individual support with us is available. For support with citations, research and other information needs, appointments can be booked using the online [Book A Librarian Calendar](#). For support with Moodle, educational tools for assignments, Microsoft Office, Zoom, Teams and more, book an appointment using the online [Educational Technology Support Calendar](#).

Research and subject guides are helpful resources when beginning your research, assignment, using new educational technology, or addressing other information needs. To view a subject or course-specific guide, check out the complete listing of online [Subject Guides](#).

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the [Research Help Library page](#).

The Loanable Technology collection is available to support students in their learning pursuits, whether online, in person or both. Items available for borrowing include mobile projectors, webcams, noise-cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing as well as support available, go to the Library's [Loanable Technology webpage](#).

**Academic Success Centre:** The Academic Success Centre is a learning space in the Clearwater Campus (CC-119) at Keyano College. Students can gather to share ideas, collaborate on projects, get new perspectives on learning from our Academic Content Specialists, or use the Centre's educational resources. The Academic Success Centre provides academic support services to students registered in credit programs at Keyano College in the form of individual tutoring, writing support groups, facilitated study groups, workshops, and study space. Services are **free** to Keyano students.

Academic Content Specialists are available in the areas of Math, Science, Human Services, and English/Humanities. This covers all courses offered at Keyano. The Academic Success Coach can also be found in the Academic Success Centre.

For the most up to date information on how to book a session, please view [the Keyano Academic Success Centre homepage](#).

**Academic Integrity:** The goal of the Academic Success Centre is to foster a student's ability to learn effectively and independently. Students registered at Keyano College are welcome to drop by the Centre to visit with any of our Academic Content Specialists to discuss their academic concerns.

**Availability:** Monday to Friday: 8:30 a.m. – 4:30 p.m. Flexible times may be available upon request. Virtual and in-person sessions, please email to get in contact with our Academic Content Specialists. For the most up to date information on how to book a session, please view the [Academic Success Centre homepage](#).

**Academic Success Coach:** offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. [Academic.success@keyano.ca](mailto:Academic.success@keyano.ca) is the best way to access resources during blended service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

### E-Learning

Technology and internet will impact your online learning experience. It's important that you can watch an online video and other course materials, take online quizzes and participate in a live class with your instructor and other students. Live/virtual classes will be hosted in Microsoft Teams or Zoom.

For all course delivery types, you will access your course resources on Keyano's learning management system, **Moodle (iLearn)**. Login in using your [Keyano username and password](#).

Keyano College operates in a Windows based environment, and having the correct tools for online learning is important. Here's a list of recommended system requirements.

### Internet Speed

Minimum Internet speeds of 10 Mbps.

Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home).

Check your internet speed with [Fast.com](#).

**System requirements:**

Microsoft Windows	Apple
<p><b>Minimum Requirements:</b></p> <p>A Windows 10 <b>computer/laptop</b></p> <ul style="list-style-type: none"> <li>Minimum 4GB of RAM.</li> <li>10GB+ available hard drive storage.</li> <li>Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees.</li> <li>Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>System updates must be regularly installed.</li> <li>Anti-Virus / Anti-Malware software</li> </ul>	<p><b>Minimum Requirements:</b></p> <p>A Macintosh (V10.14 and above) <b>computer/laptop</b></p> <ul style="list-style-type: none"> <li>Minimum 4GB of RAM.</li> <li>10GB+ available hard drive storage.</li> <li>Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees.</li> <li>Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>System updates must be regularly installed.</li> <li>Anti-Virus / Anti-Malware software.</li> </ul>
<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>8GB of RAM</li> <li>A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.</li> </ul>	<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>8GB of RAM</li> <li>A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.</li> </ul>
<p>Chromebooks are <b>not</b> recommended as they are not compatible with testing lockdown browsers.</p> <p>A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p>	

**Computer Software**

Students will be able to get access to Microsoft Office 365 for free using Keyano credentials by [clicking here](#).

**Recording of Lectures and Intellectual Property**

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or course materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The [Academic Integrity Policy](#) provides additional information on Keyano College's expectations from students as members of the intellectual community.

**ITS Helpdesk**

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing [its.helpdesk@keyano.ca](mailto:its.helpdesk@keyano.ca) or calling 780-791-4965.