

ENGL 100 ITS2: Written Composition*3 credits, 3 hours lecture*

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: Doug Ross

Office location: *S – 209E *Moved to a remote delivery location.

Phone number: *780 791 8948 *Use the preferred method of remote contact -

doug.ross@keyano.ca**Office Hours**

Monday, Tuesday, Thursday 12:00 – 12:50 p.m. Wednesday 12:00 – 1:50 p.m. (By Appointment)

Alternate office hours (Zoom meetings) are available by request.

Hours of Instruction:

Wednesday 6:30 – 9:30 p.m. Online (Live and Interactive) via Zoom

With our class, you can attend class from a remote location, such as your home, or other suitable location, online, using Zoom. This is a convenient arrangement for you especially if you have been in practicum placement all day or have family or other commitments to meet before or after our class.

Zoom Meeting (Click Link: Top of Moodle Course Page and enter the passcode provided in the link). Our back-up plan for the class, should there be an unforeseen circumstance, that interrupts delivery of the class, will be to check your Announcements on our Moodle course page for updates from the instructor.

Instructional hours are flexible. **However, the class meets regularly in the Zoom learning environment at the scheduled class times.** Course content is taught here, and this is where we discuss major items, such as the essay, *The Bare Essential's* digital learning interaction, and preparation for Forum posts. **Regular and on-time attendance in your Zoom class, along with required Zoom etiquette (Read the Course Introduction and Welcome Word File on Moodle), contributes to your Class Preparation marks (3), Discussion marks and to all the marks you earn in the course. Note: A laptop or desktop computer (that meets the technology requirements outlined in this course outline) with microphone, webcam (live picture – video on), and speakers* or headphones is required for our course. Mobile phones, chrome books, and tablets are not recommended for accessing our Zoom class meetings or for accessing content on our Moodle course page. *To avoid the experience of class-wide noise feedback when your mike is unmuted, and to ensure privacy for you, for those around you, and for our class, earbuds or headphones are required.** Moreover, it is your responsibility to trouble shoot any class wide noise feedback issues or class set up issues that originate from your system set up, as soon as possible, for the smooth operation of the class, so we can hear you properly, so you can hear the instructor properly, and so you can build your class preparation marks and overall marks for the course.

Required Resources

English 100 Course Package, Keyano College Bookstore

The Bare Essentials Form B, Norton, Green, 10th edition, ISBN 978-1-77412-875-6658399-6.
Digital Access Required, See the directions for accessing the digital textbook and activities posted near the top of our Moodle course page.

Course Outcomes

Upon successful completion of the 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 (e.g. 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

Zoom Discussions & Etiquette, Assignments and Forum Posts	40%
Class Preparation (3)	10%
Online Pre-Tests and Practice: <i>The Bare Essentials</i> – Interaction & Progress (2)	10%
Philosophy of Education for Teaching and Learning with Children (Final Draft)	15%
Definition Essay #1: Draft Paragraphs (Introduction and Thesis, Body, Conclusion)	10%
Definition Essay #1 (Final Draft)	15%
Total	100%

A grade of C- (60%) is required for progression. (refer to Grading System on following page)

The minimum standard for passing this course is a grade of D (50%)

Students must achieve an average of 50% on the mid-term/assignments/forum posts/discussions and the final /assignments/forum posts/discussions in order to pass the course and an overall average in the course of 50% (D). A progression grade of C- (60%) or greater is required for progression in your program.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	96 – 100
	A	4.0	90 – 95
	A-	3.7	85 – 89
Good	B+	3.3	81 – 84
	B	3.0	77 – 80
	B-	2.7	73 – 76
Satisfactory Progression	C+	2.3	69 – 72
	C	2.0	65 – 68
	C-	1.7	60 – 64
Poor Minimum Pass	D+	1.3	55 – 59
	D	1.0	50 – 54
Failure	F	0.0	0 – 49

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 by the beginning of class on their respective due dates. See Course Specific Policies below for further explanation.

Also, when class is in progress, do **not** upload or work on class assignments or forums, unless directed to do so by the instructor. See the Class Preparation Rubric, the notes on Classroom Etiquette, and the tips from our class meetings that recommend a professional approach and look with everything we do.

Partial (Proposed) Schedule of Topics and Important Dates: See the Complete Weekly Schedule of Topics and Due Dates on our Moodle Course Page.

Unit/Component	Lecture Topics/Assignments/Forums	Weekly Timeframe
Course Overview	<ul style="list-style-type: none"> • Introductions and Review of Course Outline • Forum 1: Introduction Posts_Post and Reply Due Week 1 • Definition Essay: Topics and Requirements 	Week 1
Unit 1	<ul style="list-style-type: none"> • Bare Essentials: Chapters 1-2 	Week 2
Unit 1	<ul style="list-style-type: none"> • Bare Essentials: Chapters 3-4 	Week 3
Unit 2	<ul style="list-style-type: none"> • Bare Essentials: Chapter 5 • Library Tour (Zoom): Using APA Citation Style 	Week3
Unit 2	<ul style="list-style-type: none"> • Bare Essentials: Chapters 6-8 	Week 4-5
Unit 2	<ul style="list-style-type: none"> • Bare Essentials: Chapters 9-10 • Definition Essay: Due (Final Draft) 	Week 6-7 See Moodle for Due Dates
Unit 3	<ul style="list-style-type: none"> • Bare Essentials: Chapters 11-12 	Week 8-9
Unit 3	<ul style="list-style-type: none"> • Bare Essentials: Chapters 13-14 	Week 10-11
Unit 3	<ul style="list-style-type: none"> • Bare Essentials: Chapters 15-16 	Week 11
Unit 4	<ul style="list-style-type: none"> • Bare Essentials: Chapters 17-18 	Week 12 See Moodle for Due Dates
Reading Week	<ul style="list-style-type: none"> • No Class 	November 9

Unit 4	<ul style="list-style-type: none">• Bare Essentials: Chapters 19-20	Week 13-15
Unit 4 Unit 7	<ul style="list-style-type: none">• Bare Essentials: Chapter 21• Bare Essentials: Readings	Week 15
Culminating Activity	<ul style="list-style-type: none">• Last Day of Class	December 7 th

Please Note:

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

Do not book any travel until after the final assignments, forums, or final exam period.

Course Specific Policies

1. **Attendance Policy:** This course is designed as a *face-to-face, Zoom course adapted for remote delivery*, so success is improved by being on time and regularly attending. Extended or frequent absences *for any reason need to be discussed with your instructor* because of the potential impact on your overall mark (see Class Preparation Rubric). Additionally, a **planned extended absence**, at any time in the semester, must be discussed with the Chair of the program, Alexis Laird at Alexis.Laird@keyano.ca, **prior** to said absence. Most importantly, **be sure to communicate with your instructor**. The best way for handling an occasional lecture absence is to **contact a classmate from your group for details regarding what you have missed**.
2. **Electronic Devices Policy:** electronic devices, including headphones/earbuds/watches and the like, must be properly managed once a Zoom class has started. **Let the instructor know if you must temporarily be engaged in another activity while Zoom class is in progress.** (*To enhance our on-line experience, Zoom meeting invitations or links for our class are not to be posted on social media or other sharing platform(s)*). **Zoom etiquette is a key part of a great remote delivery learning experience and contributes to your Class Preparation marks as well as to your overall course marks.**
3. **Work Hand in Policy:** assigned work, such as essays, and Moodle Forum postings must be digitally submitted on the due date. Deadlines for submitting work digitally will be visible for each assignment posted on Moodle. Work will receive
 - a. the earned grade when received at the beginning of class on the due date.
 - b. the earned grade if handed in early. Yes, you can hand in your essay or assignment early.
 - c. 20% off the earned grade for each day late including the day it is due, if received after the due date and time. You will be given plenty of time to organize your hand-in time, so plan accordingly and avoid, for example, the potential issues of uploading items at the last minute. Click all the submit and accept buttons to upload an assignment. Be sure to scroll all the way down the page. Also,
 - d. **ensure that you have read and understood the concept of plagiarism before you upload any assigned work** (see Academic Misconduct in the next section of this course outline and the PDF files posted in the introduction section of our Moodle course) All digitally submitted work will be checked for plagiarism on Moodle. **Grammarly.com and other digital grammar checkers are not permitted.** Your mark can be affected if these grammar checkers or other digital writing assistants show up in the plagiarism checker report. **In addition, avoid using sentence flipping and word substitution, with source material, as strategies to elude the plagiarism checker.** Keep your writing original and your own. If you borrow the ideas, words, phrases, or quotations of others use a proper citation.
 - e. **Note the Honesty and Due Date Pledge on our Moodle Course Page.** This pledge must be copied and pasted on each work that you submit. The pledge should appear at the end of your work, to maximize your mark. In addition, we will review the honesty and due date pledge in class.
4. **Course Policies and Procedures:** A core expectation of this class is that you will be able to meaningfully participate in its educational activities. This means being clear that each student, including yourself, is here for different academic/career goals and reasons. More specifically, this course is an important program pre-requisite for many students. So, for the benefit of your classmates, it is crucial to always demonstrate that you are a student in the class by establishing and maintaining your reputation as a student with the instructor and with your fellow students. This includes refraining from hindering or compromising your educational experience or that of others. You will need to do the following to ensure your and other's success:
 - a. **Students should be as ready as possible for learning during scheduled classes (see Class Preparation Rubric).** Get the most from the learning opportunities a college class provides. You have joined a group of adult students with wide ranging educational backgrounds, steps from achieving career training that can change their lives and the lives of others. Enjoy the class, participate in the class, and focus on maintaining a respectful, close, team/family-like atmosphere

with your classmates and instructor always. Be mindful of the potential negative impact of side conversations and other disruptions on class focus while instruction is going on or a student presentation is being given.

- b. **Required texts, digital resources included, are required equipment for the course.** It is recommended that you make the necessary arrangements to acquire the texts, including the digital resources, which are specifically intended to provide the foundation for your learning of the course material. The majority of course learning activities depend on having a text to work from and having access to the digital Top Hat resources.
- c. **Arrive on time for class.** Consistently late arrival to class, including last minute arrival, disrupts the learning experience for you and for others and shows that you are not prepared for class. Communication with the instructor for occasional late arrival that is beyond your control and for consistently late arrival to class is required. Extenuating circumstances can be accommodated at the instructor's discretion. For example, delays caused by temporary technical difficulties and other valid, unexpected events.
- d. **Your job or other commitments versus attending to the course.** Consider it carefully if it is an issue. Reduced marks will be given on missed work/attendance for student presentations, without an acceptable excuse (excuse paper, acceptable documentation) for the absence. Students who do not contact the instructor within 24 hours of the missed assignment will receive a mark of zero for any assignments/tests that are given. **Make-up assessments/assignments/quizzes will not be given.** However, students who have missed a major assessment, such as a mid-term exam are permitted to do an alternative assessment within one week of returning to class, providing they have contacted the instructor within 24 hours of the missed assessment and they have provided valid/acceptable documented evidence, such as an excuse paper, to support their absence from the assessment. See the Credit Calendar for policy regarding missing a Final examination; contact with the instructor regarding the absence is an important prompt first step and must take place within the specified timeline in the Credit Calendar.

5. **Other Course Policies and Procedures:**

- a. most of our work is done following the weekly schedule outlined on Moodle. To assist you in staying motivated with your Zoom learning, deadlines will be posted for all work that is digitally submitted. In addition, we will have scheduled Zoom meetings to help keep you on track toward successful completion of the course.
- b. any work showing evidence of copying, copy paste, sentence flipping, word substitution, or other forms of plagiarism is a serious academic infraction. (see also "Student Rights and Responsibilities" in the Credit Calendar).
- c. This course will build on skills that you are already expected to have based on being accepted to this course. Therefore, this is not a remedial English course. To improve your English skills, extra practice through your own initiative in class discussions (Forum posts) and extra work on practice exercises from our workbooks and texts will be recommended by the instructor throughout the course.
- d. avoid scheduling appointments during class time, including online in-college appointments. Exceptions may apply. Talk with your instructor.
- e. a missed exam may be written at an alternate time only under certain exceptional circumstances, *at the instructor's discretion*. The instructor must be contacted within 24 hours of the scheduled exam, and acceptable documentation (e.g. a doctor's note) provided.
- f. the final exam or final projects will be written/submitted on the date scheduled by the College; otherwise, the procedure for "Deferred Final Examination" in the Credit Calendar is to be followed.

If, for any reason, you feel that you may be unable to follow the course specific policies as prescribed in this course outline including, for example, the electronic devices policy or Zoom etiquette expectations, please arrange for a meeting with the program Chair immediately.

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 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 (see item 4.d., above, in Course Policies and Procedures).

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: to present another person's ideas, writing, artistic work, drawings, images, data, etcetera, as one's own (zero tolerance for plagiarism)
- Presenting another person's substantial writing changes/edits to an assignment/essay on a handed-in assignment that you claim to have written (plagiarism)
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration (working together) with others in preparing work and then handing in the assignment/essay as if it was your own (plagiarism)
- 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 or class (plagiarism)
- Breach of confidentiality
- Copying/cutting and pasting, paraphrasing, or summarizing another person's work (including information found on the Internet and unpublished materials) without proper referencing (plagiarism). Proper referencing must include providing proper citations (see APA 7th Edition reference guide/resources – available from the College Library or in the required texts/PDFs for the course) **Proper quoting, paraphrasing, and summarizing of another person's (source's) work along with providing an in-text citation and a references page for your source(s) is a key part of avoiding plagiarism.**

The consequences for academic misconduct range from a verbal reprimand to receiving zero on the assignment/essay 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.

To ensure your understanding of the concept of plagiarism, read the course PDFs and check with your instructor, if you have any questions.

To further ensure your understanding of plagiarism, you may be required to complete the online [Understanding Plagiarism tutorial](#) and submit the certificate of completion.

Online Learning

Technology and internet connectivity will impact your online learning experience. You may be required to watch online videos, take online quizzes, or participate in live online classes. Live/virtual courses 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 access to the correct tools for online learning is essential. Here's a list of recommended system requirements.

Internet Speed

Minimum download and upload speeds of 10 Mbps. Recommended download speeds of 25 Mbps and upload speeds of 10 Mbps (if you are sharing your internet at home). You can check your internet speed with [Speedtest by Ookla](#).

Computer System Requirements

Microsoft Windows	Apple (Mac)
<p>Minimum Requirements:</p> <ol style="list-style-type: none"> 1. Windows 10 Operating System or above 2. 4GB of RAM 3. 10GB available hard drive storage space <ol style="list-style-type: none"> a. Install the Microsoft Office 365 suite (~3GB) * 4. Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.) 5. Windows has built-in anti-virus/malware software. It is essential to install system updates to keep your device secured regularly. <p>*Microsoft Office 365 is free to Keyano students.</p>	<p>Minimum Requirements:</p> <ol style="list-style-type: none"> 1. Mac Operating System 10.14 (Monterey) or above 2. 4GB of RAM 3. 10GB available hard drive storage space <ol style="list-style-type: none"> a. Install the Microsoft Office 365 suite (~3GB) * 4. Microphone, webcam, and speakers (All modern laptops have these three accessories built-in.) 5. Mac has built-in anti-virus/malware software. It is important to install system updates to keep your device secured regularly. <p>*Microsoft office 365 is free to Keyano students.</p>
<p>Recommended Upgrades</p> <ul style="list-style-type: none"> • 8GB of RAM • Regularly back up or synchronize your files, locally or with a cloud-based storage option. <p>OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft 365.</p>	<p>Recommended Upgrades</p> <ul style="list-style-type: none"> • 8GB of RAM • Regularly back up or synchronize your files locally or with a cloud-based storage option. <p>OneDrive is the cloud-based storage option free to students after the setup of KeyanoMail and Microsoft 365.</p>
<p>Tablets, iPads and Chromebooks are not recommended: they may not be compatible with the testing lockdown browsers and Microsoft Office 365.</p>	

Specific Department Requirements

Business and OA programs require Windows 10. Other programs may utilize Windows-based tools as well.

Computer Software

Students have access to Microsoft Office 365 and Read&Write for free using Keyano credentials.

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or 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 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 have issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.

COVID-19 We are subject to provincial, and municipal bylaws, and policies. These decisions may change pending further direction from the Alberta Chief Medical Officer, Alberta Health Services, and other provincial guidelines. To protect yourself and others, get immunized, wash your hands, wear a mask, keep your distance (2m/6 ft) and remain home when feeling unwell. For the most recent COVID-19 information, please refer to albertahealthservices.ca/COVID.

Specialized Supports The Student Services Department is committed to Keyano students and their academic success. There is a variety of student support available at Keyano. All student services are available during Keyano business hours: Monday to Friday, 8:30 a.m. to 4:30 p.m. The College is closed on statutory holidays. If you require support outside of regular business hours, please inform the support service team, and they will do their best to accommodate your needs.

Accessibility Services provides accommodations for students living with disabilities. Students with documented disabilities or who suspect a disability can meet with an Access Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact the department to request accommodations for the following semester. Please note that requesting accommodations is a process and requires time to arrange. Contact the department as soon as you know you may require accommodations. For accessibility supports and disability-based funding, please book an appointment by emailing us at: accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students and technology training and support to enhance learning. You can meet with an Access Strategist to learn studying and test-taking strategies. In addition, you can schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing: 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 provide a safe and confidential environment for you to seek help with personal concerns. Our Wellness Navigator offers support with basic needs such as housing, financial and nutritional support, and outside referrals when needed. Wellness Services welcomes students to participate in group sessions that address topics including mindfulness and test anxiety throughout the academic year. Individual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research, information, and education technology supports as they engage in their studies. Library staff are available to help you online and in person throughout the semester. Librarians offer individual and small group appointments booked using the online [Book A Librarian calendar](#). The Library also provides research and subject guides to help you with your studies. To view a subject or course-specific guide, check out the complete list of online [Subject Guides](#). To start your research and access citation guides (APA, MLA, Chicago, or IEEE), visit the [Research Help page](#). The Library's collections (including print and online materials) are searchable using [OneSearch](#). The Library offers a Loanable Technology collection to support students accessing and using technology. For an up-to-date list of technology available for borrowing, visit the Library's [Loanable Technology webpage](#). For a detailed list of library resources and services, go to www.keyano.ca/library. For all inquiries, please email askthelibrary@keyano.ca or [chat with us online](#).

Academic Success Centre: The Academic Success Centre at Keyano College (CC-119) provides **free** academic support services to registered students, such as tutoring, writing support, facilitated study groups, workshops, and study space. Academic Content Specialists are available in Mathematics, Science, Trades, Power Engineering, Upgrading/College Prep, Human Services, English, Humanities, and more. Students are encouraged to visit the Academic Success Centre to discuss study strategies and academic concerns. For additional information, please email Academic.Success@keyano.ca.

Academic Success Coach: The Academic Success Coach is in the Academic Success Centre and works with students to develop academic success plans, time management skills, study strategies, and homework plans. For additional information, please email Academic.Success@keyano.ca.