

ENGL 20-2A, English 20-2

5 credits, 5 hours lecture

English 20-2 continues the format of English 10-2. The course offers instruction in various forms of communication (both oral and written). The emphasis in the course is to further develop these skills, such as vocabulary, spelling, reading, comprehension, grammar, and writing, encouraged in English 10-2.

Alberta Education Course Equivalency: English 20-2

Prerequisite: ENGL 10-2 or ENGL 10-1 or equivalent or permission from the Program Chair.

Instructor

Instructor Name: Doug Ross

Office location: CC – 205-P

Phone number: 780 791 8948

doug.ross@keyano.ca

Office Hours

Monday 9:00 – 9:50 a.m.

Tuesday 9:00 – 9:50 a.m. & 12:00 – 12:50 p.m.

Wednesday 9:00 – 9:50 a.m. & 12:00 – 12:50 p.m.

Hours of Instruction

Tuesday 1:00 – 2:50 p.m.; S210

Thursday 1:00 – 2:50 p.m.; S210

Friday 11:00 – 11:50 a.m.; S210

Required Resources

Reading Package, Keyano College,

Advancing Vocabulary Skills, Comodromos & Langan, 5th edition, ISBN-978-1-59194-533-8

Rules for Writers (Package), Hacker, Sommers, ISBN-10:1-319-22752X

A Student's Companion to Hacker Handbooks, Packaged w Rules for Writers 13: 978-1-319-22752-4

Course Outcomes

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

- summarize and explain the characteristics of various forms of fiction (short story, poetry, drama, novel)
- summarize and explain the characteristics of various forms of non-fiction (essay, article, film, media)
- identify and describe the characteristics and elements of plot (character, setting, and plot diagram) and theme in various texts including short stories, poetry, novel and drama.
- observe the use of, listen to and develop their skills in reading and interpreting various forms / constructions of Contemporary English
- write advanced paragraphs (including thesis statement);

- develop complete and complex short stories of various themes;
- develop poetry of various styles
- write more complex forms of essays (narrative, expository, personal).
- use handbooks and other tools (dictionary, thesaurus, grammar handbook, internet resources) to assist with text creation
- apply capitalization and punctuation conventions correctly
- apply spelling conventions consistently and independently
- identify and be able to use parts of speech correctly, revising own texts for verb consistency
- review and revise texts in progress for correct usage of unconventional punctuation for effect (nonstandard spelling, dialect, etc.)
- use common sentence structures correctly, revising texts as needed to ensure clarity.
- paraphrase information, identifying both controlling ideas and supporting details
- summarize plot, setting and atmosphere
- describe conflict and identify theme
- describe character traits identified in various texts
- describe a text creator's tone, and relate it to purpose and audience
- differentiate between literal and figurative statements and identify various literary techniques
- describe visual and aural elements and their contributions to the meaning of a text
- identify common text forms and their purposes
- use strategies to gain background knowledge about history and society when studying a particular text
- identify the impact that personal context has on constructing meaning
- make use of verbal and non-verbal communications within a group setting
- analyze behavioral expectations of working in a group setting
- demonstrate appreciation of diversity of thought, expression and opinion
- analyze the parameters of public tolerance regarding the use of language

Evaluation

Assignments & Class Preparation	50%
Midterm Exam	20%
Final Exam	30%
Total	100%

The minimum pre-requisite for progression is 1.7 (refer to Grading System on following page)

Grading System

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

Proposed Schedule of Topics

Unit/Component	Assignments/Tests	Timeframe for Study
Non-Fiction	<ul style="list-style-type: none"> • Assignments • The composing process • In-class questions / responses / mini presentations – both group / individual (throughout units) 	Approx. 3 weeks
Essays & Poetry	<ul style="list-style-type: none"> • Assignments • Characteristics of the essay • Poetry basics 	Approx. 2 weeks
Short Fiction	<ul style="list-style-type: none"> • Assignments • Reading and responding to short fiction 	Approx. 3 weeks
Midterm Exam	Covering Unit 1, 2 and 3	(TBA)
Personal Writing & Media	<ul style="list-style-type: none"> • Assignments • Analyzing personal writing • Analyzing different forms of media 	Approx. 3 weeks
Vocabulary Study and Practical Grammar (Throughout Units 1-5)	<ul style="list-style-type: none"> • Vocabulary exercises • Vocabulary quizzes • Grammar basics • Points of style • Writing essentials 	Approx. 3 weeks
Final Exam	Covering unit 1, 2, 3, 4 and 5.	Examination Period

Please Note:

Date and time allotted to each topic is subject to change.
Do not book any travel until after the final exam period.

Course Specific Policies

1. **Attendance Policy:** This course is designed as a **face-to-face course**, 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, Lisa Turner at lisa.turner@keyano.ca, **prior** to said absence. Most importantly, **be sure to communicate with your instructor** (In person or in a voicemail to my land line office phone number on the front page of the course outline). 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, are not permitted once class has started. Sounds and video on all cell phones/devices should be turned off during class and the phone and/or other electronic device(s) should be put away (out of reach – out of view) until break time. For example, under the desk top, in your pocket, while charging close to your desk, or on your lap is not considered out of reach or out of view. If you need to text or take an urgent call during class time, get the instructor's permission and leave the room to avoid disrupting others. Please discuss with the instructor what may be considered an urgent call or text, for example, a child illness or injury is urgent.

*Using electronic devices once class has started, without the instructor's permission, will result in a first and final warning. Other than in exceptional circumstances (child illness or injury) that are discussed with the instructor beforehand, you will need to place your phone in the cell phone charging station at the front of the room for the duration of the class. In the event that you must use your phone, you will be **required** to leave the room and complete the text or call. Upon your return to class, it is your responsibility to get the material you missed from a classmate at break time. Equally important is an explanation to the instructor regarding the absence from the classroom. These actions are critical in helping to maintain a respectful classroom atmosphere.*

Using electronic devices to record the class in any way (audio, video, photos, etc.) is not permitted with the exception of photos of the whiteboard taken with permission of the instructor and end of term or special celebration class photos with the instructor with permission (not to be posted on social media or other sharing platform(s)).

The practice of using phones in **this class** does not contribute in any way to the intended learning experience of this course. Research has shown that usage of electronic devices during class lectures distracts from your learning and the learning of others (see reference list). Unless they are a required component of the course, you should refrain from using your electronic device during class time.

3. **Work Hand in Policy:** assigned work, such as essays must be received in hard copy and in person on the due date. In addition, essays and other assigned work at the instructor's discretion, must be uploaded to the course site 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 early.
 - c. 10% off the earned grade for each day late including the day it is due, if received after the beginning of class. You will be given plenty of time to organize your hand in time, so plan accordingly and avoid, for example, the potential issues of printing items off at the last minute.
 - d. **ensure that you have read and understood the concept of plagiarism before you hand-in any assigned work** (see Academic Misconduct in the next section of this course outline).
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 upgrading class provides. You have joined a group of adult students with wide ranging educational backgrounds, steps from pursuing 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 at all times. Be mindful of the potential negative impact of side conversations with the student next to you on class focus while instruction is going on or a student presentation is being given.
- b. **Required texts are required equipment for the course.** It is recommended that you make the necessary arrangements to acquire the texts, 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. Temporary sharing of texts and course materials with another student and limited photocopying of course resources is permitted in order to put you in a better position to actively participate with the course material, should you not have the texts.
- c. **Arrive on time for class.** Consistently late arrival to class 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, parking issues, delays caused by weather, and other valid, unexpected events.
- d. **Your job or other commitments versus attending the course.** Consider it carefully, if it is an issue. One unexcused absence from in-class assignments is provided, if needed. After that, zeros or 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 class will receive a mark of zero for any assignments/tests that are given. **Make-up assessments/assignments 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 two weeks 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. the majority of our work is done during class time. There is no homework, other than essay writing and preparing of presentations, if required for the course. Extra practice is always recommended by the instructor and can be done outside of class, but is not considered homework.
- b. any work showing evidence of copying or plagiarism is a serious academic infraction. (see "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 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 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 will be written 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, 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 MLA or APA reference manual/resources – available from the College Library or in the required texts for the course) Proper paraphrasing and summarizing of another person’s work along with providing a

citation for your source 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.

In order to ensure your understanding of the concept of plagiarism, check with your instructor.

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 Test Anxiety. Individual appointments can be made by calling 780-791-8934.

Student Life Department (CC210) is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don't know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.

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