**VANIER COLLEGE**

**FACULTY OF GENERAL EDUCATION: ENGLISH DEPARTMENT**

**Course Title**: **B-block English for Programs: Real World Literacy (Business)**

**Course Number**: 603-HSA-VA **Section: 01** **Semester: Fall 2023**

**Course Hours Per Week**: 2 hours of theoretical work Monday 12-2pm D-508

2 hours of practical work Thursday 10am-12pm D-508

2 hours of homework

**Teacher**: Pam Berlow **Email:** MIO in Omnivox LEA

**Office Hours:** Drop-in at the beginning or end of class, or by appointment on Zoom or in A553.

**Prerequisites:** Students must have successfully completed Introduction to College English (603-101) to register for this course.

**Course Description**:

*Most students at Vanier are not planning to be English Majors, so is literary analysis of fiction really all that useful to your day to day life and your future career? On the other hand, as adults, we are reading and writing all the time, and we need to be able to read everything critically to write and speak about anything effectively. This is real world literacy. In this class, samples of real world reading, writing, and oral communication scenerios will be explored through online non-fiction and student research. Students will reflect upon literacy related to their own lives and their fields of study, such as the job interview process, application to university, finding an apartment, eating healthy meals, navigating medical and government forms and information, following directions and technical instructions, evaluating news and information sources, and small talk and workplace etiquette, both in person and online. Online course readings will vary according to student interests, recent publications and current events.*

**Objectives and Standards**:

The objective of this course is to enable students to communicate in the forms of discourse appropriate to programs. Students will learn to read texts from one or more fields of study and to recognize appropriate vocabulary, characteristics and structures. Students will learn to present their ideas in a clear, coherent, and organized manner and edit their work.

On successful completion of this course, students will be able to produce a 1000-word discourse, such as an analytical essay, report, or research paper, with the aid of reference material.

This discourse, which is the Learning Integration Assessment (LIA) for this course, will be developed clearly and coherently and will demonstrate the following: correct use of specialized vocabulary and conventions, appropriate tone and diction, effective sentences and paragraphs, and appropriate use of program-related strategies of communication. This discourse will also demonstrate thorough revision of form and content. In addition to written expression, the evaluation of this discourse may assess comprehension, analysis and structure.

**Methodology**:

This course will concentrate on the development of college-level skills in writing, reading, note-taking, and oral presentation in-person or online as needed. Students' skills will be developed through a variety of activities that may include individual reading, note-taking and writing tasks, pair and group discussion, paragraph and essay construction and revision, and peer review and evaluation. These activities will teach students how to extract and interpret information and ideas from texts and to present information and ideas in effective writing.

Writing activities will develop students' skills in creating well-structured, clear, and unified paragraphs; introductions, conclusions and thesis statements; and may include brainstorming, effective outlines, documentation, and the revision and editing process. In- and out-of-class activities may include assignments on grammar, syntax, spelling, punctuation, and related sentence-level difficulties, as needed. Students’ success in the course will depend on their willingness to engage in and complete these activities.

Students will submit work online through Omnivox LEA.

**Late Assignment Class Policy:**

Assignments will only receive full marks and feedback if they are submitted during the Due Week listed, or the Week After Grace Period, before I evaluate that assignment. Any late assignments, submitted after I have evaluated that assignment, but before the last class of the semester, will receive a Bare Pass (60%) mark and no written feedback. No assignments received after the last class of the semester will be evaluated (zero mark will stand).

**Recommended and referred to for themes but not required:**

Bergman, S. Bear. *Special Topics in Being a Human* (Arsenal Pulp 2021)

Vanier Bookstore.

Covey, Stephen. *7 Habits of Highly Effective People*

[www.franklincovey.com](http://www.franklincovey.com)

**Any required texts will be available through the LEA/Omnivox online coursepack.**

Please see the course schedule at the end of this document.

**Evaluation**:Marks will be available to students through LEA/Omnivox

Practice Hamburger Paragraph week 3 5% on LEA Assignments

Practice Relevance Paragraph week 4 5% on LEA Assignments

**Literary Essay (LIA)** **(25%)**  **choose from class readings**

Literary Essay Debate Outline week 6 5% on LEA Assignments

Literary Essay Debate Draft week 9 10% on LEA (750 words min)

Literary Essay Final & self-eval week 14 10% on LEA (1000 words min)

**Grammar Test/Editing** week 10&13 5% on LEA Assignments

**Research Presentation (20%) choose approved topic from list**

Research Annotated Works Cited List week 5 10% on LEA

3 minute oral, audio or video week 12 10% in class in team (3 mins ea)

slideshow & research internal citations

Review questions for peers

**Creative Writing Project** (**20%) fiction writing inspired by course**

Creative Writing Draft & questions week 11 10% in class and on LEA

Creative Writing Final & self-eval week 15 10% in class and on LEA

**Feedback Paragraphs on in-class activities 20% total** 1-2 weekly/ 20 posts total

10 In-Class Activities week 7 10% posted on LEA Assignments

20 In-Class Activities week 15 10% posted on LEA Assignments

**Attendance Policy:**

Regular attendance and active participation are required throughout the term. Missing more than 10% of in-class work without a valid reason seriously jeopardizes a student’s chance of passing the course. Students who miss 20% of in-class work will likely fail. Students who will be absent from classes for religious reasons must inform their teachers, in writing at the beginning of the semester, of the dates of these holidays and make up the work missed. These students will not then be penalized for these absences. Students with justifiable absences must submit original and verifiable documentation, such as a medical note, upon their return to class. Students are responsible for making up any work missed due to justifiable absences.

**Vanier College Course-Level Policies**

It is the student’s responsibility to be familiar with and adhere to all Vanier College Policies. A summary of the course-level policies that apply in this and all other Vanier courses can be found under “Course-Level Policies” in **Important Vanier Links** on Omnivox, or by following this link: <http://www.vaniercollege.qc.ca/psi/course-level-policies/>. Complete policies can be found on the Vanier College website, under [Policies](http://www.vaniercollege.qc.ca/bylaws-policies-procedures/category/policies/).

**Class Expectations/Rules**

1. Read the assigned literature in the Online Coursepack on Omnivox LEA.
2. Come to class prepared and ready to engage and learn.
3. Be curious, open and respectful of classmates and your teacher.
4. Do in-class activities to prepare for major assignments.
5. Support your team and other classmates. Participate in in-class discussions.
6. Ask questions to the teacher, your team or other classmates to make sure you understand what to do.
7. Manage your time. Follow the Calendar of Readings and Assignments and avoid missing class or waiting until the deadline to start assignments.
8. Submit Assignments on LEA when they are due. You have a Grace Week with no penalty if needed (then 60% and no feedback if submitted by the last class).
9. Get feedback on your work from your teacher, your team and other classmates to help you improve your skills.
10. Focus on what you can learn and have fun!

**HAS Real World Literacy - Calendar of Themes and Required Assignments – Fall 2023**

* **Students should expect a minor assessment each class** (In-Class Activity Posted to LEA Assignments). This is preparation for the Major Assignments.
* **All Major Assignment Deadlines are the Sunday before the next week starts.** The week after while I am evaluating is the Grace Week (no penalty) if needed.

**•••NO WORK ACCEPTED AFTER DEC. 10**

16 (week of Dec. 4)

“How to be reasonably graceful” (Bergman 128)

**20 CLASS ACTIVITY POSTS (due Sunday Dec. 9)**

15 (week of Nov. 27)

“How to love someone” (Bergman 84)

**CW FINAL & SELF-EVALUATION (due Sunday Dec. 3)**

14 (week of Nov. 20)

“How to increase safety” (Bergman 176)

**ESSAY FINAL & SELF-EVALUATION (due Sunday Nov. 26)**

13 (week of Nov. 13)

“How to be bad at things but do them anyway” (Bergman 197)

**EDITING REVIEW/GRAMMAR QUIZ 2 (due Sunday Nov. 19)**

12 (week of Nov. 6)

“How to take a compliment” (Bergman 153)

**RP PRESENTATION BY TEAM (due Sunday Nov. 12)**

11 (week of Oct. 30)

“How to take criticism” (Bergman 142)

**CW DRAFT & TEAM FEEDBACK** **(due Sunday Nov. 5)**

10 (week of Oct. 23)

“How to be yourself” (Bergman 244)

Find your voice: Your story (Covey)

**EDITING REVIEW/GRAMMAR QUIZ 1 (due Sunday Oct. 29)**

9 (week of Oct. 16)

“Doing nothing isn’t neutral” (Bergman 47)

**ESSAY DRAFT & TEACHER FEEDBACK (due Sunday Oct. 22)**

8 (week of Oct. 9) Study Break & MT eval

7 (week of Oct. 2)

“How to apologize” (Bergman 96)

Sharpen the saw: Self-Improvement (Covey)

**10 CLASS ACTIVITY POSTS MT (due Sunday Oct. 8)**

6 (week of Sept. 25)

“How to have a disagreement” (Bergman 112)

Synergize: Build your village (Covey)

**ESSAY OUTLINE (due Sunday Oct. 1)**

5 (week of Sept. 18)

“How to help” (Bergman 54)

Understand to be understood: double empathy problem (Covey)

**RP ANNOTATED WORKS CITED (due Sunday Sept. 24)**

4 (week of Sept. 11)

“How to tell people things” (Bergman 33)

Win-win: 3rd way Brainstorm (Covey)

**RELEVANCE & MLA OLYMPICS (due Sunday Sept. 17)**

3 (week of Sept. 4)

“How to keep going” (Bergman 224)

First Things First: 4 Quadrants Chart (Covey)

**HAMBURGER & PLAGIARISM CHALLENGE (due Sunday Sept. 10)**

2 (week of Aug. 28)

“How to make big decisions” (Bergman 13)

Begin with the End: Personal Mission Statement (Covey)

**RP TOPIC GOOGLEDOC & 4 TEAMS (due Sunday Sept. 3)**

1 (week of Aug. 21)

“When you feel out of control” (Bergman 71)

Be Proactive: Circle of Influence (Covey)

**LETTER TO ME (due Sunday Aug. 27)**

•How did you get here?

•Where are you going?

•How do you learn best?

•What do you need from me to help you on your way?

Bergman, S. Bear. *Special Topics in Being a Human* $24.95 (Arsenal Pulp 2021)

Vanier Bookstore.

Covey, Stephen. *7 Habits of Highly Effective People*

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