



School of University Studies and Career Access
College and Career Preparation

English 030
Intermediate Preparatory English

Approved by Education Council:

Term: Spring 2017

Prerequisite: English 018 or English 9 or as
evaluated by a CCP placement test.

Credits: 0

Total Course Hours: 112.5

Lecture Hours: 100%

Co-requisite: None

Lab Hours: 0%

Instructor: Alice Winkel

Lecture: (M/T/W/T/F) 10:00-11:30

Classroom: 3-351 (M/T/W/T/F)

Office Hours: Tues/Wed 1:30-2:30

Office: 2-355

Phone: 250-562-2131 (local 5203)

e-mail: winkela@cnc.bc.ca

CALENDAR DESCRIPTION:

CCP Intermediate English is designed to provide students with the communication skills needed to enter higher level courses or to satisfy personal or career goals. This course focuses on the following core areas: composition and grammar, literature, interpersonal communication, reading comprehension, and study skills.

COURSE GOAL and LEARNING OBJECTIVES:

ENGLISH 030 helps students become:

- Better readers by giving students practice in reading, discussing, and studying different kinds of good writing.
 - Better writers by giving students practice in writing and by giving students practice in the technical and mechanical skills of writing.
 - Better and more confident users of spoken language by giving students the opportunity to read aloud, listen to others' ideas, make oral presentations, and engage in discussions with others.
 - Better critical and creative thinkers through a variety of group and individual activities
- This course addresses these basic goals through the study of plays, short stories, poems, essays, and novels.

ACADEMIC HONESTY AND STUDENT CONDUCT:

Students are expected to conduct themselves with academic integrity and in accordance with CNC's established standards of conduct. Penalties for misconduct, including plagiarism, cheating and personal misconduct are outlined in the *Standards of Conduct: Student Responsibility and Accountability* document found in the policies section of CNC's website. All students should familiarize themselves with this document.

http://cnc.bc.ca/Visiting/CNC_Policies.htm

Plagiarism is a serious offense at the College of New Caledonia, as it is at any academic institution in Canada.

All cases of plagiarism will be reported to the Dean of the affected department. The penalty for a first plagiarized assignment is a mark of zero; the penalty for a second plagiarized assignment is a mark of zero in the course. What is plagiarism? It is using someone else's ideas or words as your own --not giving credit to the original author. The following are some examples of plagiarism:

- Copying a friend's essay (in whole or in pieces) and handing it in with your own name on it
- Finding information on the internet, copying it or printing it off, and handing it in without a proper citation.
- Copying parts of sentences, entire sentences, or paragraphs from a website, an article, or a book without putting quotation marks around these parts
- Taking parts of sentences, entire sentences, or paragraphs from a website, article, or book and rearranging or changing some of the words in the sentence so that it is slightly different, and not indicating the original source in your essay.

Sometimes students plagiarize because they don't know that what they are doing is wrong. Now that you have read this...you know it's wrong. Please don't do it.

ACCESSIBILITY SERVICES:

Students who require academic accommodations as a result of a disability should advise both the instructor and Accessibility Services. Students requiring support should familiarize themselves with the College Access: Students with Disabilities policy.

http://cnc.bc.ca/Visiting/CNC_Policies.htm

REQUIRED REFERENCES:

| | | |
|---------------------|----------------------------------|--|
| Taylor, Drew Hayden | Baby Blues | This book can be checked out from the library. |
| Quick, Mathew | Silver Linings Play Book | This book can be checked out from the library |
| Langan, Johm | English Essentials Short Version | You must purchase this book. It is available in the CNC bookstore. |

EVALUATION METHODS AND % OF TOTAL GRADE:

| STUDENT EVALUATION | | LETTER GRADE / PERCENTAGES | |
|---|-----|----------------------------|---------------|
| Attendance and Participation | 5% | A+ | 90 % - 100 % |
| Reading/Writing Assignments/Projects | 20% | A | 85 % - 89.9 % |
| Quizzes | 10% | A- | 80 % - 84.9 % |
| Computer Lab Assignments | 10% | B+ | 76 % - 79.9 % |
| Research Assignment Includes Essay and Presentation | 20% | B | 72 % - 75.9 % |
| Mid Term Exam | 15% | B- | 68 % - 71.9 % |
| Final Exam | 20% | C+ | 64 % - 67.9% |
| | | C | 60 % - 63.9% |
| | | C- | 55 % - 59.9% |
| | | D | 50 % - 54.9% |
| | | F | 0 % - 49.9% |

(*) REQUIRED WORK:

To move to English 045 students must achieve a grade of C or better. To achieve a grade of C or better, **you must complete all reading and writing assignments and projects, the research assignment (including the presentation), and the computer lab assignments.** You must also pass the final exam with a minimum grade of C.

ATTENDANCE:

Participation and attendance make up 5 percent of the final grade in this course. This is because we will be reading and writing and discussing in class and functioning effectively in a group setting as part of the ENGL 030 curriculum.

As a matter of politeness to both classmates and teacher, please arrive on time and leave when the class is over.

- If you miss a class, it is expected that you will take responsibility for finding out from another student what you missed and that you will learn the material and/or make up the work before the next class.
- If you are unable to attend a class, please let me know by leaving a phone or email message before class starts.

- It is a good idea to exchange phone numbers with a couple of students whom you like and whom you trust to be conscientious about school.
- If you are having trouble attending, please come and talk with me. Often, problems can be worked out.
- If you must withdraw from the course, you can get the necessary forms from the Admissions office.

A Note on Participation and Attendance:

- There is a strong connection between class attendance and successful completion of a course. Therefore, attendance and participation count toward your final grade.
- Participation is more than just attendance; it means that you are physically AND mentally present and participating in class. You will demonstrate this participation by being attentive, joining in class discussion, being prepared for class, and completing in class activities. **You will not earn a good participation and attendance mark by just showing up to class.**

QUIZZES AND IN CLASS ACTIVITIES:

Quizzes and in class activities missed without advanced warning will receive a zero grade. To inform me of an absence, messages can be left 24 hours a day through email or phone. Please find my contact information on the front of this course outline.

ASSIGNMENTS:

Each assignment will have a due date, which I strongly encourage you to follow. Homework that is handed in late without advanced warning will have a 2% deduction per day (up to 10%). **After 5 days, I will no longer accept late homework.** I will be flexible with most due dates if you talk with me before the day the assignment is due. If you are struggling with your work, please let me know right away. My goal is for every student to be successful in this course!

Please Note: If your assignment does not follow the proper format, you may be asked to resubmit it.

STUDENT SUCCESS TIPS:

- Be present in class, both physically and psychologically. **(If you're texting or on your phone, you're not psychologically present. Please refrain from using your phone in class and have it set to vibrate only if required for emergency access)**
- If you are absent, immediately contact a classmate to find out what you have missed. Do not wait until the next class to ask the instructor. If you need to see me for missed work, you must do this during my office hours not during class time.
- Keep up with readings and assignments.
- **Seek help immediately if you are having difficulties with the material or an assignment. I am here to help you.** You can email me, leave a phone message, or drop in to see me during my office hours any time you need to, and I will get back to you ASAP.

COURSE TOPICS

- Short Stories
- Poetry
- Drama
- Oral Presentations
- The Novel
- Grammar
- Writing Skills
- Computer Skills

Upon successful completion of this course, students will be able to:

- recall and interpret information
- identify subject/topic, main ideas, supporting ideas, and sequence
- summarize
- make inferences
- compare and contrast
- classify
- define
- draw conclusions
- analyze information and solve problems (create solutions, identify impact of solutions, modify solutions)
- identify and discuss examples of fact and of opinion
- support a position
- ask questions to clarify meaning
- demonstrate effective listening and paraphrasing skills
- use voice and body language effectively
- respond effectively to listener feedback
- deliver an effective oral presentation to inform or persuade
- provide useful input and feedback in a variety of situations (peer editing, group discussion, classroom participation)
- use context clues and word structure analysis (prefix, suffix, root) to determine meaning
- recognize homonyms, antonyms and synonyms
- use a dictionary and a thesaurus to expand vocabulary
- read to locate specific information
- use a variety of reference materials
- use in-book reference tools (index, table of contents, glossary)
- use skimming and scanning techniques
- develop skills in outlining, memorizing, exam taking and note-taking
- recognize point of view, illogical argument, fallacies, stereotypes, bias and propaganda
- understand and use the steps of the writing process: prewriting, drafting, revising, and editing
- gather ideas; define and narrow a topic; evaluate, select and organize source materials
- adjust content and style of writing to suit purpose, audience and situation.
- revise and edit work to improve content, organization, word choice, phrasing, sentence and paragraph structure, spelling, punctuation, and mechanics.
- write effective paragraphs in a range of rhetorical modes (may include narrative, descriptive, process, compare/contrast, cause/effect, classification, expository, and persuasive)
- write a summary

- write an essay
- understand and avoid plagiarism
- use computer programs to create, edit, and publish
- use electronic communication
- format assignments appropriately

The above learning outcomes are from: *Adult Basic Education: A Guide to Upgrading in British Columbia's Public Post-Secondary Institutions (An Articulation Handbook) 2013/14 Edition*
(<http://www.aved.gov.bc.ca/abe/docs/handbook.pdf>)