

ENGL 20-2INT, 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 – 205P *Moved to a remote delivery location.

Phone number: *780 791 8948 *Use the preferred method of remote contact - doug.ross@keyano.ca

Office Hours (By Appointment on Zoom)

Monday	12:00 – 12:50 p.m.
Tuesday	12:00 – 12:50 p.m.
Wednesday	12:00 – 1:50 p.m.
Thursday	12:00 – 12:50 p.m.

Hours of Instruction

Tuesday	10:00 – 10:50 a.m.	Zoom Meeting (Click Link: Top of Moodle Course Page)
Wednesday	8:00 – 9:50 a.m.	Zoom Meeting
Thursday	8:00 – 9:50 a.m.	Zoom Meeting

Instructional hours are flexible. **However, the class meets regularly on Zoom at the scheduled class times.** This is where course content will be taught and where we will discuss major items, such as the essay, vocabulary study, “Rules for Writers” study, the short story, preparation for the Quizzes and Forums postings, and preparation for the Mid-term Projects and the Final Projects. **Regular (on time) attendance on Zoom, along with required Zoom etiquette, contributes to your Class Preparation marks, Discussion marks, and to your overall marks for the course. Note: A laptop or desktop computer with microphone, webcam (live picture – video on), and speakers or headphones is required for our course. Mobile phones and tablets are NOT recommended for accessing our Zoom class meetings or for accessing content on our Moodle course page.**

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

Zoom Discussions & Etiquette, Assignments & Forum Posts	40%
Class Preparation	10%
Mid-term Projects	25%
Final Projects	25%
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/Projects	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/Projects	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/project period.

Course Specific Policies

1. **Attendance Policy:** This course is designed as a **face-to-face 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, Lisa Turner at Lisa.Turner@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 project 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 buttons to upload an assignment. Be sure to scroll all the way down the page.
 - 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.
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 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.
- 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 remote 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 MLA 8th Edition guide manual/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 Works Cited page 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.

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

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.

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

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.

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. For all inquiries, please email 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 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>Minimum Requirements:</p> <p>A Windows 10 computer/laptop</p> <ul style="list-style-type: none"> · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office software is free to all Keyano students and employees.</u> · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software 	<p>Minimum Requirements:</p> <p>A Macintosh (V10.14 and above) computer/laptop</p> <ul style="list-style-type: none"> · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office software is free to all Keyano students and employees.</u> · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software.
<p>Recommended Requirements</p> <ul style="list-style-type: none"> · 8GB of RAM · 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. 	<p>Recommended Requirements</p> <ul style="list-style-type: none"> · 8GB of RAM · 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.
<p>Chromebooks are not 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 or calling 780-791-4965.