AFL 100, Foundational English Language Arts
12 credits, 12 hours per week

Course Description:

Through the integration of the six language arts: reading, writing, speaking, listening, viewing, and representing, this course prepares students for reading and writing in academic settings. The course builds students' spoken and writing vocabulary; writing in context (grammar and spelling); critical reading, comprehension, and research skills. Students are exposed to a variety of print and oral texts as well as visual media.

Instructor

Lisa Turner
CC245
780-792-5606
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Office Hours

By appointment

Hours of Instruction

Monday	9:00 – 11:50 in CC222
Tuesday	11:00 – 12:50 in CC222
Wednesday	11:00 – 12:50 in CC222
Thursday	11:00 – 12:50 in CC222

+ 3 hours asynchronous homework

Required Resources

Ten Steps to Improving College Reading Skills
John Langan, 7th edition
Townsend Press © 2020 ISBN# 978-59194-566-6

English Essentials John Langan and Beth Johnson
Townsend Press © 2005 ISBN # 1-59194-022-2

Groundwork for A Better Vocabulary 5th Edition
Eliza Comodromos and Paul Langan
Townsend Press, Inc. © 2019
 ISBN # 978-1-59194-556-7

Course Outcomes

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

- Revise understanding and expression of ideas by connecting new and prior knowledge and experiences
- Talk with others and experience a variety of oral, print and other media texts to explore, develop and justify own opinions and points of view
- Review, reread, discuss, and reflect on oral, print and other media texts to explore, confirm, or revise understanding

- Extend understanding by taking different points of view when rereading and reflecting on oral, print and other media texts
- Develop and extend understanding by expressing and responding to ideas on the same topic, in a variety of forms of oral, print, and other media texts
- Acknowledge the value of ideas and opinions of other in exploring and extending personal interpretations and perspectives
- Exchange ideas and opinions to clarify understanding and to broaden personal perspectives
- Use previous reading experiences, personal experiences and prior knowledge as a basis for reflecting on and interpreting ideas encountered in texts
- Enhance understanding by paraphrasing main ideas and supporting details, and by rereading and discussing relevant passages.
- Use knowledge of visual and textual cues and structural features when skimming and scanning various print and other media texts to locate relevant information effectively and efficiently
- Apply and explain effective procedures for identifying and comprehending words in context; adjust procedures according to the purpose for reading and the complexity of the texts
- Use reference materials, including a writer's handbook, to verify correct usage, address uncertainties and solve problems that arise
- Experience oral, print and other media texts from a variety of cultural traditions and genres, such as magazine articles, diaries, drama, poetry, nonfiction, essays, broadcast advertisements, novels, documentaries, films, electronic magazines and realistic fiction
- Identify and discuss theme and point of view in oral, print, and other media texts
- Interpret the choices and motives of characters portrayed in oral, print, and other media texts, and examine how they relate to self and others
- Discuss how techniques, such as irony, symbolism, perspective and proportion, communicate meaning and enhance effect in oral, print and other media texts
- Identify ways that characters can be developed, and discuss how character, plot, and setting are interconnected
- Evaluate the effectiveness of different types of media texts for presenting ideas and information
- Compare the development of character, plot and theme in two oral, print or other media texts
- Identify creative uses of language and visuals in popular culture, such as commercials, rock videos and magazines; explain how imagery and figurative language create a dominant impression, mood, and tone
- Create oral, print, and other media texts related to issues encountered in texts and in own life
- Acknowledge the value of ideas and opinions of other in exploring and extending personal interpretations and perspectives
- Exchange ideas and opinions to clarify understanding and to broaden personal perspectives
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- Create oral, print, and other media texts related to issues encountered in texts and in own life
- Experiment with several ways to focus a topic, and select a form appropriate to audience and purpose

- Select the most appropriate information sources for topic, audience, purpose, and form
- Select information sources that will provide effective support, convincing argument or unique perspectives
- Distinguish between primary and secondary sources, and determine the usefulness of each for research purposes
- Develop and use criteria for evaluating the usefulness, currency, and reliability of information for a particular research project
- Organize ideas and information creatively, as well as logically, to develop a comparison or chronology, or to show a cause-effect relationship
- Use own words to summarize and record information in a variety of forms; paraphrase and/or quote relevant facts and opinions; reference sources
- Communicate ideas and information in a variety of oral, print and other media texts
- Share draft, oral, print, and other media texts in a way that will elicit useful feedback
- Work collaboratively to make appropriate revisions based on feedback provided by peers. Revise and edit all sections of work
- Choose an effective format for documents, depending on the content, audience, and purpose
- Use words and phrases to modify, clarify, and enhance ideas and descriptions in own writing
- Use a variety of simple, compound, and complex sentence structures to communicate effectively, and to make writing interesting
- Demonstrate the deliberate, conscientious and independent application of a variety of editing and proofreading strategies to confirm spellings in own writing
- Apply the rules of capitalization and punctuation to own writing
- Select, organize and present information to appeal to the interests and background knowledge of various readers or audiences
- Plan and shape presentations to achieve particular purposes or effects, and use feedback from rehearsals to make modifications
- Compare own with others' understanding of people, cultural traditions and values portrayed in oral, print, and other media texts
- Clarify and broaden perspectives and opinions, by examining the ideas of others
- Create or use oral, print, and other media texts in ways that are respectful of people, opinions, communities, and cultures
- Contribute to group efforts to reach consensus or conclusions, by engaging in dialogue to understand the ideas and viewpoints of others
- Contribute ideas, knowledge, and strategies to identify group information needs and sources
- Establish and use criteria to evaluate group process and personal contributions

Evaluation

Assignments	20%
Presentations	20%
Essay	10%
Vocabulary	10%
Midterm	20%
Final Exam	20%

Grading System

Descriptor	4.0 Scale	Percent
	4.0	96 – 100
Excellent	4.0	90 – 95
	3.7	85 – 89
	3.3	81 – 84
Good	3.0	77 – 80
	2.7	73 – 76
	2.3	69 – 72
Satisfactory	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

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	*August 28* *Orientation Day*	*29* *Orientation Day*	*30*	*31*	*September 1*
2	*4* *Labour Day – college closed*	*5* *Course Introduction* *Introductory Reading & Writing Activities*	*6* *EE Chp. 1* *Vocabulary Chp. 1*	*7* *EE Chp. 2* *Vocabulary Chp. 2*	*8*
3	*11* *Reading Skills Chp. 1*	*12* *Writing Practice*	*13*	*14* *EE Chp. 3* *Vocabulary Chp. 3*	*15*
4	*18* *EE Chp. 3 & 4* *Vocabulary Chp. 4* *Reading Skills Chp. 2*	*19* *EE Chp. 5* *Vocabulary Chp. 5*	*20* *EE Chp. 6* *Unit 1 Vocab Quiz* *Vocabulary Chp. 6*	*21* *EE Chp. 7* *Vocabulary Chp. 7*	*22*
5	*25* *EE Chp. 8 & 9* *Reading Skills Chp. 3*	*26* *EE Chp. 10* *Vocabulary Chp. 8*	*27* *EE Chp. 11*	*28* *EE Chp. 12* *Vocabulary Chp. 9*	*29*
6	*October 2* *EE Chp. 13 & 14* *Reading Skills Chp. 4* *Vocabulary Chp. 10*	*3* *EE Quiz* *Unit 2 Vocab Quiz*	*4* *EE Chp. 16* *Vocabulary Chp. 11*	*5* *EE Chp. 17 & 18*	*6*
7	*9* *Thanksgiving Day – college closed*	*10* *EE Chp. 19* *Poetry Unit*	*11* *EE Chp. 20* *Poetry Unit* *Vocabulary Chp. 13*	*12* *EE Chp. 22* *Poetry Unit*	*13*
8	*16* *EE Chp. 23 & 24* *Poetry Unit* *Reading Skills Chp. 5*	*17* *EE Chp. 25* *Poetry Unit* *Vocabulary Chp. 15*	*18* *EE Chp. 26* *Poetry Unit* *Unit 3 Vocab Quiz*	*19* *EE Chp. 27* *Short Story Unit* *Vocabulary Chp. 16*	*20*
9	*23* *EE Chp. 28 & 29* *Short Story Unit* *Reading Skills Chp. 6* *Vocabulary Chp. 17*	*24* *EE Chp. 30* *Short Story Unit*	*25* *EE Chp. 32* *Short Story Unit* *Vocabulary Chp. 18*	*26* *Short Story Unit* *Vocabulary Chp. 19*	*27*

10	30 *Short Story Unit* *Reading Skills Chp. 7*	31 *Short Story Unit* *Vocabulary Chp. 20*	November 1 *Midterm Review* *Unit 4 Vocab Quiz*	2 *Midterm Exam*	3
11	6 *Reading Skills Chp. 8* *Vocabulary Chp. 21*	7 *Essay Writing*	8 *Essay Writing* *Vocabulary Chp. 22*	9 *Essay Writing* *Vocabulary Chp. 23*	10
12	13 *In Lieu of Remembrance Day – College Closed*	14 *Reading Day – no classes*	15 *Reading Day – no classes*	16 *Essay Writing & Citations* *Vocabulary Chpl. 24*	17
13	20 *Esssay Writing* *Reading Skills Chp. 9* *Vocabulary Chp. 25*	21 *Essay Writing* *Unit 5 Vocab Quiz*	22 *Essay Presentations* *Vocabulary Chp. 26*	23 *Essay Presentations* *Vocabulary Chp. 27*	24
14	27 *Vocabulary Chp. 28* *Reading Skills Chp. 10*	28 *Vocabulary Chp. 29 & 30*	29 *Final Exam Review* *Unit 6 Vocab Quiz*	30 *Final Exam Review & Last Day of Class*	December 1
15	4	5	6 *Final Exams*	7 *Final Exams*	8 *Final Exams*
16	11 *Final Exams*	12 *Final Exams*	13 *Final Exams*	14 *Final Exams*	15 *Final Exams*
17	18	19 *Final Grades Posted*	20	21	22

Please Note:

Date and time allotted to each topic is subject to change

Performance Requirements and Student Services

Student Responsibilities
As a student, it is your responsibility to contact the Office of the Registrar to complete the required forms, including the Withdrawal/Drop Form. All forms are available on the College website. Please refer to the important dates listed in the Academic Schedule in the Keyano College credit calendar and/or on the College website. It is the responsibility of each student to be aware of the guidelines outlined in the Student and Academic Policies.

Student Attendance
Class attendance is helpful for two reasons: First, class attendance maximizes a student's learning experience. Second, attending class is an excellent way to keep informed of matters relating to the course administration (e.g., the timing of assignments and exams). Ultimately, you are responsible for your learning and performance in this course. It is the responsibility of each student to be prepared for all classes. Absent students are responsible for the material covered in those classes, and students must ensure they are ready for their next class, including completing any missed assignments and notes.

Course Evaluation
Midterm exams and term work is to be completed at the time/date indicated in your course syllabus. It is the expectation of the College that students make every reasonable effort to complete all course evaluation, including, quizzes, midterms, and exams, as scheduled. In the event of an emergency, rescheduling of exams and/or extensions are only provided at the discretion of the course instructor. Students should contact the instructor as soon as they are able, to notify them of missing an evaluative component. Instructors will use discretion in deciding whether circumstances justify granting a reschedule and/or extension.

Regular term quizzes, midterms, and exams are not eligible for deferral and/or date extension accommodations. Students with accommodations, please refer to Accessibility Services.

Final Exams are subject to deferral processes, please refer to the current Keyano College Credit Calendar.

Academic Integrity & Misconduct
Academic integrity requires commitment to the values of honesty, trust, fairness, respect, and responsibility. It is expected that students at Keyano College will adhere to these ethical values in all activities related to learning, teaching, research, and service. Any action that contravenes this standard, including misrepresentation, falsification, or deception, undermines the intention and worth of scholarly work and violates the fundamental academic rights of members of our community.
Academic dishonesty takes many forms:

- Plagiarism or the submission of another person's work as their own,
- The use of unauthorized aids in assignments or examinations (cheating),
- Using Artificial Intelligence (AI) to complete coursework (without instructor approval),
- Collusion or the unauthorized collaboration with others in preparing work,
- The deliberate misrepresentation of qualifications,
- The willful distortion of results or data,
- Substitution in an examination by another person,
- Submitting unchanged work for another assignment, and
- Breach of confidentiality.

In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Using an AI-content generator (such as ChatGPT) to complete coursework without proper attribution or authorization is a form of academic dishonesty. If you are unsure about whether something may be plagiarism or academic dishonesty, please contact your instructor to discuss the issue.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the *Student & Academic Policies* 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, Academic Integrity, and Non-Academic Misconduct Policies.

To 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.

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
Keyano College software are Windows based.

Minimum Requirements and Recommended Upgrades for Windows (preferred system) and Apple devices
These minimum standards are required for a Windows computer/laptop (OS 10 or 11) and a MacIntosh (OS 10.14 or above.
1.   Windows 10 Operating System or above 2.   4GB of RAM. Recommended upgrade to 8GB of RAM. 3.   10GB+ available hard drive storage space. Note installing Microsoft Office 365 requires 3GB of available hard drive space. a.   Install the Microsoft Office 365 suite (~3GB) * 4.   Microphone, webcam, and speakers (All modern laptops have these three accessories built-in. However, a headset or earbuds with a microphone is also recommended. 5.   Windows has built-in anti-virus/malware software. It is essential to install system updates to keep your device secured regularly. *Microsoft Office 365 is free to Keyano students.
Tablets, iPads, and Chromebooks are **not** recommended: they may not be compatible with the testing lockdown browsers and Microsoft Office 365.

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

See Recommended Technology for more information.

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.

Specialized Supports

Keyano College 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 educational 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 consultations booked using the online Book A Librarian calendar. The library also provides virtual research and subject guides to help you with your studies. Find the guide that supports your course-related research by viewing 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.

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.

Specialists in the Academic Success Centre also work with students to develop academic success plans, time management skills, study strategies, and homework plans. For additional information, please email Academic.Success@keyano.ca.