College and Career Preparation

Spring, 2024

ENGL 30-2INTS, English 30-2
5 credits, 15 hours lecture

English 30-2 completes the English 10-2, 20-2, 30-2 sequence. The course is designed to further develop the comprehension, writing and vocabulary skills of the student. Basic grammar and writing skills will be reviewed and utilized in practical writing exercises.

Alberta Education Course Equivalency: English 30-2.
Prerequisite: ENGL 20-2 or ENGL 20-1 or equivalent or permission from the Program Chair.

Instructor

Instructor Name: Doug Ross
Office location: *Moved to a remote delivery location.
Phone number: *780 791 8948 *E-mail is the preferred method of remote contact. Do not use Moodle Messenger; it requires multiple sign-ins to access. Please use my Keyano e-mail.
doug.ross@keyano.ca

Office Hours (By Appointment)

Monday through Friday 11:00 – 12:00 p.m. Alternate office hours (Teams meetings) are available by request.   .

Hours of Instruction: Online (Live, Interactive, Camera On) via Microsoft Teams

Monday through Friday 9:00 – 11:00 a.m. Teams Meeting (Click Link: Located below Welcome and Introduction Writing on Moodle Course Page)

Instructional hours are flexible. **However, the class meets regularly on Teams at the scheduled class times.** This is where course content will be taught and where we will discuss major items such as the essay, the essay PowerPoint presentation, vocabulary study, grammar study, preparation for Forum postings, and preparation for the Mid-term Projects and the Final Projects. **Regular and on-time attendance in your Teams class, along with required Teams etiquette (See our Course Introduction on Moodle), contributes to your Class Preparation marks (3), Discussion marks and to all the marks you earn in the course.** *Note: A working laptop or desktop computer with microphone, webcam (live picture with you facing the camera – video on), and speakers* or headphones is required for our course. Mobile phones, Chromebooks, Tablets, iPads and the like are not recommended for accessing our Teams class meetings or for accessing content on our Moodle course page. *To avoid the experience of class-wide noise feedback when your mike is unmuted, and to ensure privacy for you, for those around you, and for our class, earbuds or headphones may be required.* Moreover, it is your responsibility to look after any class wide noise feedback issues or class set up issues that originate from your system set up as soon as possible. **This includes ensuring there are no others talking or making noise in your area. Also, this includes taking care of technical issues with your laptop, desktop, or camera**, so the class can go smoothly. This is also so we can hear you properly, so you can hear the instructor properly, and so you can build your class preparation marks and overall marks for the course.

Required Resources

Keyano Reading Package. Copy available at the Keyano Bookstore
Advancing Vocabulary Skills, Comodromos, Langan, 5th edition, ISBN-978-1-59194-533-8
Rules for Writers, Hacker, Sommers, Bedford/St. Martin's, 9th or 10th edition, ISBN-978-1-319-24425-5

Course Outcomes

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

- analyze and evaluate the characteristics of various forms of fiction (short story, poetry, drama, novel)
- analyze and evaluate the characteristics of various forms of non-fiction (essay, article, film, media)
- analyze and evaluate the characteristics and elements of plot (character, setting, and plot diagram); theme and motif in various texts including short stories, poetry, novel and drama.
- observe the use of, listen to and refine their skills in reading and interpreting various forms / constructions of language including Contemporary English, and demonstrate a working mastery of the English language.
- practice and revise a variety of written forms (paragraph, essay, short story, poetry) to show mastery of writing skills established at previous levels.
- 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.)
- recognize and be able to use common sentence structures correctly, revising texts as needed to ensure clarity.
- describe how supporting ideas and details strengthen a text's controlling idea
- describe the relationship between story elements when studying a narrative
- compare characters / character traits presented in various texts
- describe a text creator's tone and identify moral and ethical values communicated by a text
- identify literal and figurative statements and explain the use of various literary techniques
- analyze visual and aural elements and explain how they contribute to the meaning of a text
- identify common text forms and their purposes
- explain how environment can influence the creation of a text
- identify the impact that personal context has on constructing meaning
- analyze and apply behavioral expectations of working in a group setting
- demonstrate appreciation of diversity of thought, expression and opinion
- explain how public tolerance regarding the use of language and images has changed over time

Evaluation

Teams Discussions & Etiquette, Assignments and Forum Posts	40%
Class Preparation (3)	10%
Mid-term Projects (2)	25%
Final Projects (2)	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
	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 of Topics

Unit/Component	Assignments/Tests	Timeframe for Study
Non-Fiction: Media and Popular Culture	• Grammar & Vocabulary • The Composing Process • In-Class Questions / Responses / Mini Presentations – both group / individual (throughout unit)	Approx. 1 week
The Essay	• Grammar & Vocabulary • Essay • In-Class Questions / Responses / Mini Presentations – both group / individual (throughout unit)	Approx. 2 weeks
Short Story	• In-Class Questions / Responses / Mini Presentations – both group / individual (throughout unit) • Grammar & Vocabulary	Approx. 1 week
Midterm Exam/**Projects**	Covering Unit 1, 2 and 3	(TBA)
Short Drama and Poetry	• Research for Final Projects (since mid-term) • In-Class Questions / Responses / Mini Presentations – both group / individual (throughout unit) • Grammar & Vocabulary	Approx. 1 week
Non-Fiction: Technology and Science	• Grammar & Vocabulary • PowerPoint Presentations on your Essay Topic • In-Class Questions / Responses / Mini Presentations – both group / individual (throughout unit)	Approx. 1 week
Final Exam/**Projects**	Covering Unit 1, 2, 3, 4 and 5 (with a focus on 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/projects period.

Course Specific Policies

1. <u>**Attendance Policy**</u>: 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* <u>need to be discussed with your instructor</u> 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 ***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. <u>**Electronic Devices Policy:**</u> electronic devices, including headphones/earbuds/watches and the like, must be properly managed once a Teams class has started. **Let the instructor know if you must temporarily be engaged in another activity while Teams class is in progress.** *(To enhance our on-line experience, Teams meeting invitations or links for our class are not to be posted on social media or other sharing platform(s)).* **Teams 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. This includes managing your technology well.**

3. <u>**Work Hand in Policy:**</u> assigned work, such as essays and Moodle Forum postings must be digitally submitted<u> by the due date</u>. 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**. This helps to avoid potential last-minute technical issues.
    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. Also,
    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 or writing programs, including AI writing programs 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, error insertion, 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.
    e. ***Note the Honesty and Due Date Pledge on our Moodle Course Page***. This pledge must be copied and pasted on each work that you submit. The pledge should appear at the end of your work, to maximize your mark. In addition, we will review the honesty and due date pledge in class.

4. <u>**Course Policies and Procedures:**</u> 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; prompt contact with the instructor regarding the absence is an important 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 Teams 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, unauthorized outside help, 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 Teams etiquette expectations, please arrange for a meeting with the program Chair immediately.

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. 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.