

## DEPARTMENT OF EDUCATION

### COURSE OUTLINE – Fall 2022

#### HS 1130 (B2): English – 3 (3-0-0) 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Kirsten Clark

**OFFICE:** H 230

**PHONE:** (780) 539-2041

**OFFICE HOURS:** Mondays 11 a.m. - 12 p.m.

or Wednesdays by Zoom appointment

**EMAIL:** [kiclark@nwpolytech.ca](mailto:kiclark@nwpolytech.ca)

**CALENDAR DESCRIPTION:** A college level English course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay writing, oral presentation and practical workplace communication.

**LOCATION/TIME:** Room E 306, Tuesdays and Thursdays 8:30-9:50 a.m. (September 1-December 16, 2022)

**PREREQUISITE(S)/COREQUISITE:** English 30-1, English 33, or consent from the instructor. Students with previous credit in CD 1130 will not also receive credit for HS 1130.

**REQUIRED TEXT/RESOURCE MATERIALS:** Materials provided in class or on MyClass using Open Education Resources

**DELIVERY MODE(S):** In-person - classes will consist of lectures, labs, group-work and discussions, as well as the integration of technology to enhance learning.

**COURSE OBJECTIVES:** This course intends to provide students with:

- An exploration of the mechanics of grammar, sentence structure, tone and style in business writing
- The foundations for essay writing, including classic research paper structure, research methods and materials, and APA citations

- An understanding of the correct usage of punctuation, capitalization, abbreviations, and numbering
- Opportunities to practice the correct format for written business communications An understanding of how to effectively present academic material in the form of an oral presentation

**LEARNING OUTCOMES:** Upon completion of the course learners will demonstrate knowledge and application of:

- Identify and demonstrate the correct usage of the key components of English grammar, punctuation, and mechanics of writing
- Identify common grammatical sentence structures
- Conduct library research
- Draft a thesis statement
- Properly use APA documentation, paraphrasing, in-text citations, and create a reference list
- Write strong paragraphs
- Demonstrate the importance of avoiding cliché, jargon, wordiness, and slang
- Demonstrate the correct format for e-mail, memos, business letters
- Explain how the tone and style of our language must be tailored to suit the audience we seek to reach
- Effectively present academic material in the form of an oral presentation

**TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

|                        |   |
|------------------------|---|
| <b>Daily Work 10%</b>  | <ul style="list-style-type: none"> <li>● Ten Short Quizzes (1% each)</li> </ul>   |
| <b>Assignments 65%</b> | <ul style="list-style-type: none"> <li>● Assignment 1: Newsletter (15%)</li> <li>● Assignment 2: Critical Response (20%)</li> <li>● Assignment 3: The Oral Presentation (15%)</li> <li>● Assignment 4: Business Letter (15%)</li> </ul> |
| <b>Tests 25%</b>       | <ul style="list-style-type: none"> <li>● Plagiarism Test (5%)</li> <li>● Grammar Test (10%)</li> <li>● Objective Writing Test (10%)</li> </ul>  |

*Assignment details and specific instructions will be discussed in class and provided on MyClass. Assignments must be submitted in the dropbox on MyClass by the date and time indicated. **ALL** assignments and tests **MUST** be completed and turned in to pass the course.*

*Unless arrangements have been made with the instructor prior to the due date, late assignments will be docked 2% per day. If the assignment is not received within 10 days of the due date, a grade of 0 will be given.*

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

| Alpha Grade | 4-point Equivalent | Percentage Guidelines |  | Alpha Grade | 4-point Equivalent | Percentage Guidelines |
|-------------|--------------------|-----------------------|--|-------------|--------------------|-----------------------|
| A+          | 4.0                | 90-100                |  | C+          | 2.3                | 67-69                 |
| A           | 4.0                | 85-89                 |  | C           | 2.0                | 63-66                 |
| A-          | 3.7                | 80-84                 |  | C-          | 1.7                | 60-62                 |
| B+          | 3.3                | 77-79                 |  | D+          | 1.3                | 55-59                 |
| B           | 3.0                | 73-76                 |  | D           | 1.0                | 50-54                 |
| B-          | 2.7                | 70-72                 |  | F           | 0.0                | 00-49                 |

## COURSE SCHEDULE/TENTATIVE TIMELINE:

|    | DATE  | TOPIC   | OER READING                                  | ASSIGNMENTS & DUE DATES                      |
|----|---|---|--|--|
| 1  | September 1                                       | Introduction /Course Outline                      | 1.2 Why is it Important to Communicate Well? | <b>Intro Paragraph Due - Time Permitting</b> |
| 2  | September 6                                       | Plagiarism  | 6.5 Paraphrase and Summary vs. Plagiarism    |  |
| 3  | September 8                                       | Grammar: subjects and main verbs                  | 13.2 Subject-Verb Agreement                  | <b>Test 1: Plagiarism</b>                    |
| 4  | September 13                                      | Grammar: verb tense and subject-verb agreement    | 13.3 Verb Tense                              | <b>Quiz 1</b>                                |
| 5  | September 15                                      | Grammar: pronouns, commas, colons, and semicolons | 14.2 Commas, 14.4 Colons, 14.3 Semicolons    |  |
| 6  | September 20                                      | Grammar: syntax                                   | 13.1 Sentence Writing                        | <b>Quiz 2</b>                                |
| 7  | September 22                                      | Grammar   |  | <b>Test 2: Grammar</b>                       |
| 8  | September 27                                      | The Paragraph                                     | 17.2 Effective Means for Writing a Paragraph |  |
| 9  | September 29                                      | The Paragraph                                     |  | <b>Quiz 3</b>                                |
| 10 | October 4   | The Newsletter                                    |  |  |
| 11 | October 6<br><i>*last class before fall break</i> | The Newsletter                                    |  | <b>Quiz 4</b>                                |

|    |                            |   |                                    |  |
|----|----------------------------|---|------------------------------------|--|
|    | <b>October 11 &amp; 13</b> | <b>Fall Break - No Classes</b>  |                                    |  |
| 12 | <b>October 18</b>          | Proofreading and Editing  |                                    | <b>Assignment 1:<br/>Newsletter Due</b>                  |
| 13 | <b>October 20</b>          | Critical Reading and Thinking   |                                    |  |
| 14 | <b>October 25</b>          | Critical Reading and Thinking<br>- Research Strategies and Referencing the Work of Others:<br>Guest Speaker |                                    | <b>Quiz 5</b>  |
| 15 | <b>October 27</b>          | Critical Reading and Thinking<br>-Topic and article selection   |                                    |  |
| 16 | <b>November 1</b>          | Critical Reading and Thinking<br>-Drafting a response   |                                    | <b>Quiz 6</b>  |
| 17 | <b>November 3</b>          | The Oral Presentation   | 4.2 Oral vs. Written Communication | <b>Assignment 2:<br/>Critical Response Due</b>           |
| 18 | <b>November 8</b>          | The Oral Presentation:<br>-Organizing/Practicing  | 20.3 Movement in Your Speech       | <b>Quiz 7</b>  |
| 19 | <b>November 10</b>         | The Oral Presentation:<br>Recording/Self Evaluation   |                                    | <b>Assignment 3: Oral Presentation Due</b>               |
| 20 | <b>November 15</b>         | Objective Reporting   |                                    | <b>Quiz 8</b>  |
| 21 | <b>November 17</b>         | Objective Reporting   |                                    |  |
| 22 | <b>November 22</b>         | Objective Reporting   |                                    | <b>Quiz 9</b>  |
| 23 | <b>November 24</b>         | Business Writing  | 11.5 Letters                       | <b>Test 3:Objective Reporting</b>                        |
| 24 | <b>November 29</b>         | Business Writing  |                                    |  |
| 25 | <b>December 1</b>          | Reading for Pleasure  |                                    |  |
| 26 | <b>December 6</b>          | Responding to Literature  |                                    |  |
| 27 | <b>December 8</b>          | Responding to Literature  |                                    | <b>Quiz 10<br/>Assignment 4:<br/>Business Letter Due</b> |
| 28 | <b>December 13</b>         | Wrap up   |                                    |  |
| 29 | <b>December 15</b>         | Flex Day  |                                    |  |

### STUDENT RESPONSIBILITIES:

Northwestern Polytechnic expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP calendar regarding rights and responsibilities.

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ca/about/administration/policies/index.html>

\*\*Note: all Academic and Administrative policies are available on the same page.

## **DEPARTMENT OF EDUCATION EXPECTATIONS FOR STUDENT LEARNING:**

It is the right of the student and of the instructor to a favorable learning/teaching environment. It is the responsibility of the student and the instructor to engage in appropriate adult behaviors that positively support learning. This includes treating others with dignity and respect and following the expectations outlined below.

### **CLASSROOM**

#### **Regular, PUNCTUAL attendance for classes**

- Learning from other students' notes or from MyClass is not optimal.
- You must be present in TA 1234 to write quizzes and the final test, and to complete in-class labs
- If you are late to a class, you miss important information about assignments, homework and quizzes. It is also disruptive to other students' learning
- If you miss a class, refer to MyClass or check in with another student.

*Children are not considered to be part of the learning environment, please make alternate arrangements for your child(ren).*

#### **Turn off cell phones and close other tabs/applications on your device**

- Studies indicate that cell phones not only interfere with your learning, but also the students around you.

### **QUIZZES/EXAMS**

#### **Write quizzes on the date and time they are scheduled.**

- If an emergency arises that causes you to be unable to write the quiz, please call or email your instructor to leave a message BEFORE the exam begins.

### **ASSIGNMENTS**

Hand in assignments via MyClass on the date indicated.

- Instructors reserve the right to make exceptions to this rule in extenuating circumstances on a case by case basis.
- ALL assignments will be typed, double-spaced (or follow the provided template) and will include a cover page with your name, course number and assignment name.

### **OUTSIDE OF CLASS**

- Complete assigned readings and assignments, regularly review material, check MyClass frequently.