

## DEPARTMENT OF EDUCATION

### COURSE OUTLINE – Fall 2023

#### HS 1130 (A2): English (UT) – 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:** Shawna Bate

**PHONE:** (780) 539-2210

**OFFICE:** H 230

**EMAIL:** sbate@nwpolytech.ca

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

Tuesdays 11:30 a.m. - 12 pm and Thursdays

11:30 a.m. - 12 pm

**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 10:00-11:20 a.m. (September 5-December 15, 2023)

**PREREQUISITE(S)/COREQUISITE:** None

**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.

**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.alberta.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 drop-box 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-**.

**Grading Chart for courses with Alpha Grading:**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	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 5	Introduction /Course Outline	1.2 Why is it Important to Communicate Well?	<b>Intro Paragraph Due - Time Permitting</b>
2	September 7	Plagiarism	6.5 Paraphrase and Summary vs. Plagiarism	
3	September 12	Grammar: subjects and main verbs	13.2 Subject-Verb Agreement	<b>Test 1:Plagiarism</b>
4	September 14	Grammar: verb tense and subject-verb agreement	13.3 Verb Tense	<b>Quiz 1</b>
5	September 19	Grammar: pronouns, commas, colons, and semicolons	14.2 Commas, 14.4 Colons, 14.3 Semicolons	
6	September 21	Grammar: syntax	13.1 Sentence Writing	
7	September 26	Grammar	Review for Test	<b>Quiz 2</b>
8	September 28	<b>Test 2: Grammar</b>		<b>Test 2: Grammar</b>
9	October 3	Proofreading and Editing		
10	October 5	The Paragraph	17.2 Effective Means for Writing a Paragraph	
11	October 10	The Paragraph		

12	October 12	The Newsletter		Quiz 3
13	October 17	The Newsletter		
14	October 19	Critical Reading and Thinking		Quiz 4 Assignment 1: Newsletter Due
15	October 24	Critical Reading and Thinking - Research Strategies and Referencing the Work of Others: Guest Speaker		Quiz 5
16	October 26	Critical Reading and Thinking - Topic and article selection		
17	October 31	The Oral Presentation	4.2 Oral vs. Written Communication	Quiz 6 Assignment 2: Critical Response Due
18	November 2	The Oral Presentation	20.3 Movement in Your Speech	
19	November 7	The Oral Presentation:		Assignment 3: Oral Presentations Due/Given in class Quiz 7
20	November 9	The Oral Presentation:		Assignment 3: Oral Presentations Due/Given in class Quiz 8
	November 13- 17	<b>FALL BREAK - No Classes</b>		
21	November 21	Objective Reporting		
22	November 23	Objective Reporting		Quiz 9
23	November 28	<b>Test 3: Objective Reporting</b>		<b>Test 3: Objective Reporting</b>
24	November 30	Business Writing	11.5 Letters	
25	December 5	Business Writing		
26	December 7	Business Writing - In class		
27	December 12	Business Writing - In class		Quiz 10

28	December 14	Flex Day		Assignment 4: Business Letter Due
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### 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 ACADEMIC MISCONDUCT:

**Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available 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 HS1130 to write any in class 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.