



DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE – Fall 2021

HS 1130 A2: ENGLISH

3 (3-0-0) 45 hours for 15 weeks

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

INSTRUCTOR: Kirsten Clark

PHONE: (780) 539-2793

OFFICE: H203

EMAIL: kiclark@gprc.ab.ca

OFFICE HOURS: Mondays 10:15 - 11:15
a.m., Tuesdays 2:30 - 3:30 p.m.

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 E306 (or on Zoom) Tuesdays and Thursdays 1:00 - 2:20 - September 1 - December 17

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): High flex – This type of course gives students the option of attending sessions in the classroom, participating online, or doing both. Please note that some course components require onsite attendance. (exams, group projects/presentations, activities)

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:

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

Assignment details and specific instructions will be discussed in class and provided on MyClass.

*Assignments must be submitted in the dropbox on MyClass by 11:59 p.m. on the due date. **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-**. **A minimum grade of C- is required to pass this course.**

| 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:

| | TOPIC | OER READING | ASSIGNMENTS & DUE DATES |
|---------------------|---|---|--|
| September 2 | Introduction /Course Outline | Section 1.2 Why is it Important to Communicate Well? | Intro Paragraph Due - Time Permitting |
| September 7 | Plagiarism | 6.5 Paraphrase and Summary vs. Plagiarism | |
| September 9 | Grammar: subjects and main verbs | 13.2 Subject-Verb Agreement | Test 1: Plagiarism |
| September 14 | Grammar: dynamic and stative verbs | 13.3 Verb Tense | Quiz 1 |
| September 16 | Grammar: pronouns, commas, colons, and semicolons | Section 14.2 Commas, Section 14.4 Colons, Section 14.3 Semicolons | |
| September 21 | Grammar: syntax | 13.1 Sentence Writing | Quiz 2 |
| September 23 | Grammar | | Test 2: Grammar |
| September 28 | The Paragraph | 17.2 Effective Means for Writing a Paragraph | |

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| September 30 | The Paragraph | | Quiz 3 |
| October 5 | The Newsletter | | |
| October 7 <i>*last class before fall break</i> | The Newsletter | | Quiz 4 |
| October 12 & 14 | Fall Break - No Classes | | |
| October 19 | Proofreading and Editing | | Assignment 1: Newsletter Due |
| October 21 | Critical Reading and Thinking | | |
| October 26 | Critical Reading and Thinking - Research Strategies and Referencing the Work of Others: Guest Speaker | | Quiz 5 |
| October 28 | Critical Reading and Thinking -Responding to an Issue in Education/Child Care: issue and article selection | | |
| November 2 | Critical Reading and Thinking - Responding to an Issue in Education/Child Care: drafting response | | Quiz 6 |
| November 4 | The Oral Presentation | 4.2 Oral vs. Written Communication | Assignment 2: One Page Response Due |
| November 9 | The Oral Presentation: Organizing/Practicing | 20.3 Movement in Your Speech | Quiz 7 |
| November 11 | Remembrance Day - No Class | | |
| November 16 | The Oral Presentation: Recording/Self Evaluation | | Assignment 3: One Page Response Presentation Quiz 8 |
| November 18 | Objective Reporting | | |
| November 23 | Objective Reporting: Practice and Review | | Quiz 9 |
| November 25 | Objective Reporting | | |
| November 30 | Business Writing | 11.5 Letters | Test 3: Objective Reporting |

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| December 2 | Reading for Pleasure | | |
| December 7 | Responding to Literature | | Quiz 10 |
| December 9 | Responding to Literature | | Assignment 4: Business Letter Due |
| December 14 | Wrap up | | |
| December 16 | Flex Day | | |

*dates highlighted in yellow are in-person days (no high-flex)

STUDENT RESPONSIBILITIES:

The College expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the GPRC College 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 <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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

HUMAN SERVICES 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.