

DEPARTMENT OF EDUCATION

COURSE OUTLINE – Winter 2023

HS 1130 (A3): English – 3 (3-0-0) 45 Hours for 12 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: Desiree Klause

OFFICE: H 228

PHONE: (780) 539-2213

OFFICE HOURS: Mondays 2 p.m. – 3 p.m. or
Wednesdays by Zoom appointment

EMAIL: dklause@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 A 312, Tuesdays and Thursdays 8:30-10:20 a.m. (January 5 – March 30, 2023)

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): Classroom instruction will include a combination of lectures, discussions, small and large group work. Audio-visual materials and other resources will also be used.

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:

5%	Test #1: Plagiarism	January 10, 2023
10%	Test #2: Grammar	January 24, 2023
10%	Test #3: Objective Writing	March 21, 2023
15%	Assignment #1: Newsletter	February 9, 2023
20%	Assignment #2: Critical Response	March 2, 2023
15%	Assignment #3: Oral Presentation	March 9, 2023
15%	Assignment #4: Business Letter	March 30, 2023
10%	Daily Work: Ten Short Quizzes	

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
1	January 5	Introduction /Course Outline Plagiarism Intro Paragraph	1.2 Why is it Important to Communicate Well? 6.5 Paraphrase and Summary vs. Plagiarism
2	January 10	Grammar: subjects and main verbs Test 1: Plagiarism	13.2 Subject-Verb Agreement
3	January 12	Grammar: verb tense and subject-verb agreement Quiz 1	13.3 Verb Tense
4	January 17	Grammar: pronouns, commas, colons, and semicolons	14.2 Commas, 14.4 Colons, 14.3 Semicolons
5	January 19	Grammar: syntax Quiz 2	13.1 Sentence Writing
6	January 24	Grammar Test 2: Grammar	
7	January 26	The Paragraph	17.2 Effective Means for Writing a Paragraph
8	January 31	The Paragraph Quiz 3	

9	February 2	The Newsletter	
10	February 7	The Newsletter Quiz 4	
11	February 9	Proofreading and Editing Assignment 1: Newsletter Due	
12	February 14	Critical Reading and Thinking Intro	
13	February 16	Critical Reading and Thinking - Research Strategies and Referencing the Work of Others: Guest Speaker Quiz 5	
	February 21 & 23	Winter Break – NO CLASSES	
14	February 28	Critical Reading and Thinking - Topic and article selection -Drafting a Response Quiz 6	
15	March 2	The Oral Presentation Assignment 2: Critical Response Due	4.2 Oral vs. Written Communication
16	March 7	The Oral Presentation: -Organizing/Practicing Quiz 7	20.3 Movement in Your Speech
17	March 9	The Oral Presentation: Recording/Self Evaluation Assignment 3: Oral Presentation Due	
18	March 14	Objective Reporting Quiz 8	
19	March 16	Objective Reporting Quiz 9	
20	March 21	Business Writing Test 3: Objective Reporting	11.5 Letters
21	March 23	Business Writing	
22	March 28	Reading for Pleasure & Responding to Literature	
23	March 30	Responding to Literature Cont. Quiz 10 Assignment 4: Business Letter Due	

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 HS 1130 to write quizzes and tests, 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.

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.