

DELIVERY MODE(S): In-class lectures, discussions and activities, as well as online assignments and assessments. In case of medical issues, the class will move to recorded lecture or online Zoom lectures. Students will be notified in advance of any format change.

Please note: anyone attending the on-campus class will need to wear a mask in the classroom.

COURSE OBJECTIVES: This course will focus on tools of close and critical reading, effective writing, and clear communication.

LEARNING OUTCOMES: Students who complete this course will be able to:

- Read a text and develop a critical understanding of it
- Form grammatically clear and effective sentences and paragraphs
- Develop a cogent argument and express it effectively in writing
- Proofread and peer review written work

TRANSFERABILITY: UA*, UC, UL, AU, AF, CU, CUC, GMU, KUC, Other

*Warning: Although we strive to make the transferability information in this document up-to-date and accurate, the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities. Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2>

** 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:

Online Grammar Quizzes (3)	5%
Precis (2)	5%
Research Abstracts	10%
Thesis and Outline	10%
Short Writing Assignments (2)	20%
Research Essay	20%
Exam (5 day take-home)	30%

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

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

STUDENT RESPONSIBILITIES:

Attendance & Participation

Class participation is not graded, but is expected: you should come to class with the texts we're studying that day, having read the texts and be prepared to engage in discussion. Being absent without medical or personal cause for more than four lectures will result in a penalty on your final grade.

The classroom is a space of respect: I expect everyone to engage in our discussion and debate of ideas without personal conflict, and for everyone to address one another by their proper names and pronouns.

Assignments

All assignments are due on their assigned date and must be submitted through MyClass. All guidelines will be posted online and reviewed in lecture. All assignments must follow MLA guidelines.

There will be no late submissions accepted without personal or medical emergency, except the Research Essay at the end of the course: the Essay will be accepted up to 7 days late with a penalty of 5% for each day or part thereof beyond the due date.

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.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week 1 – 2: Grammar, Sentence Structure and Punctuation

Writing Chapters 8 & 9

Week 3 – 4: Paragraph Structure

Composition Chapter 3

Week 5: Close and Active Reading

Writing Chapter 1

Week 6: Argument Structure

Writing Chapters 2 & 3

Week 7 – 8: Research and Referencing

Composition Chapter 5; *Writing* Chapters 6 & 7

Week 9 - 10: Pre-writing and Outlining

Composition Chapters 2.1 & 2.2; *Writing* Chapter 4

Week 11: Forms of Essays

Writing Chapter 5, *Connect* Chapter 4

Week 12: Reviewing and Editing

Composition Chapters 2.4 & 2.5

Week 13: Review