

## DEPARTMENT OF EDUCATION

COURSE OUTLINE – Winter 2023 (January 4, 2023-April 14, 2023)

HS 1130 (EC): 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:** TASHIA LEPAGE      **PHONE:** 780-865-0431  
**OFFICE:** OFF CAMPUS      **E-MAIL:** [tlepage@nwpolytech.ca](mailto:tlepage@nwpolytech.ca)  
**OFFICE HOURS:**

**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.

**PREREQUISITE(S)/COREQUISITE:**

**REQUIRED TEXT/RESOURCE MATERIALS:**

There is no required textbook for this course. All necessary materials will be provided through MyClass.

**DELIVERY MODE(S):**

Online (Attend Remotely, Asynchronously)

## COURSE OBJECTIVES:

### Unit 1

- Identify and demonstrate the correct usage of the key components of English grammar.
- Identify common grammatical sentence structure.

### Unit 2

- Draft a thesis statement.
- Properly use APA documentation, paraphrasing, in-text citation and the Reference List.

### Unit 3

- Write strong paragraphs
- Understand research paper outlines.

### Unit 4

- Understand the correct usage of commas, colons, semicolons, apostrophes and quotation marks.
- Understand capitalization, abbreviation and numbering.
- Demonstrate the importance of avoiding clichés, jargon, wordiness and slang.

### Unit 5

- Understand the correct format for email, memos, and business letters.
- Understand how tone and style of our language must be tailored to suit the audience we seek to reach.
- Understand how to effectively present academic material in the form of an oral presentation.

## LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

- 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:

### Unit 1

Assignment #1: Grammar Assignment (20 % of final mark)

### Unit 2

Assignment #2: Thesis Statement (10 % of final mark)

Assignment #3: APA Citation (10 % of final mark)

### Unit 3

Assignment #4: Reflection (10 % of final mark)

### Unit 4

Assignment #5: Newsletter (20 % of final mark)

### Unit 5

Assignment #6: Business Letter (10 % of final mark)

Assignment #7: Oral/PowerPoint Presentation (20 % of final mark)

## 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:**

| <b>Assignment</b>                          | <b>Due Date</b>                        |
|--|--|
| Assignment 1 – Grammar Assignment          | <b>January 15, 2023 @11:30 pm MST</b>  |
| Assignment 2- Thesis Statement             | <b>January 29, 2023 @11:30 pm MST</b>  |
| Assignment 3- APA Citation                 | <b>February 12, 2023 @11:30 pm MST</b> |
| Assignment 4- Reflection                   | <b>February 26, 2023 @11:30 pm MST</b> |
| Assignment 5- Newsletter                   | <b>March 12, 2023 @11:30 pm MST</b>    |
| Assignment 6- Business Letter              | <b>March 26, 2023 @11:30 pm MST</b>    |
| Assignment 7- PowerPoint/Oral Presentation | <b>April 9, 2023 @11:30 pm MST</b>     |
| Make-Up Drop Box * if needed               | <b>April 11, 2023 @11:30 pm MST</b>    |

## **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.