



Lethbridge College provides high quality, innovative programs and services enabling learners to achieve their educational and career goals.

**ENG 175
ENGLISH COMPOSITION**

**COURSE OUTLINE
FALL 2010**

Centre: Applied Arts and Sciences
Dean: Dr. Sandy Vanderburgh
Chair: Cathy Takeda

Program: Policing Diploma

Instructor(s): Dr. Phyllis Day Chief
AN1741
403-320-3432 (W)
p.daychief@lethbridgecollege.ca

Class Time:

- S. 1 – Tuesday & Thursday (8:30-9:50 a.m.) – AN2750
- S. 2 – Tuesday & Thursday (10:00-11:20 a.m.) – AN1751
- S. 3 – Monday Wednesday (8:30-9:50 a.m.) – AN2740/AN1751
- S. 4 – Wednesday & Friday (10:00-11:20 a.m.) – AN1684
- S. 5 – Tuesday & Thursday (12:30-1:50 p.m.) – AN1723/AN2737
- S. 6 – Monday & Wednesday (12:30-1:50 p.m.) – AN1751/AN1748

Credit Value: 3

Course Description:

This course prepares learners for success in a career in the criminal justice field by developing effective written communication skills. The course provides thorough review, practice, and feedback on clear, concise and effective writing. A heavy emphasis will be placed on grammar and writing skills. Class format and assignments closely follow current law enforcement English testing procedures, since several agencies require applicants to write and pass an English entrance exam emphasizing grammar, spelling and word usage. Not available for supplemental.

Course Outcomes:

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

1. Demonstrate mastery of English grammar, punctuation, spelling and word usage
2. Demonstrate comprehension and critical thinking skills
3. Observe, describe, and narrate using clear, concise writing techniques
4. Identify and revise grammar, coherence, and clarity through a variety of personal writing assignments
5. Write recruitment tests and writing samples
6. Apply APA formatting when citing sources

Required Text(s) and Materials:

Jakob, K. (2003). *A guide to police writing*. Scarborough, ON: Carswell.

Norton, S. & Green, B. (2004). *The bare essentials* (Form B, 6th ed.). Toronto, Harcourt Brace.

Speakman, C. (2009). *APA student guide*. (4th ed.). Lethbridge, AB: Lethbridge College.

Assignment/Activity/Exam List, Due Dates, and Value of Each:

Assignment/Activity/Exam	Value
Demand writing - Writing sample (edited) – 5% - In class essay #1 – 10% - In class essay #2 – 10%	25%
Written Assignments - Narrative – 5% - Article analysis – 15%	20%
Quizzes - Sentence structure, spelling, vocabulary, word usage – 5% - Punctuation, active/passive voice, spelling, vocabulary, word usage – 5% - Subject/verb agreement, pronouns agreement/ref/case, spelling – 5% - Modifiers, parallelism, inclusive language, spelling, vocabulary, usage – 5%	20%
Portfolio	20%
Final Exam	10%
Participation	5%
TOTAL	100%

Instructor's Teaching and Learning Styles (Practices):

Your instructor is passionate about technical writing and APA (surprise!), and she is 100% committed to your success in this course. A wide variety of teaching strategies will be employed, from power point presentations to hands-on work. Bonus marks will be given generously throughout the semester. Your instructor's goal is to have you learn as much as you can, while enjoying the process.

Student Responsibilities:

1. Learners are responsible for meeting course outcomes as outlined by the instructor, for completing tasks and submitting assignments by stated deadlines.
2. Each learner will complete Lethbridge College's Academic Honesty Module (available online in Angel), both the pre-test and post-test.
3. All assignments done out of class **must** be typed or word processed
4. It is the learners' responsibility to complete and submit work on time so last-minute typing/computing/printing/personal problems will not make submissions late.
If learners know they will be absent for an assignment or test, college policy requires them to **complete the work in advance. Once completed assignments have been returned, no late assignments will be accepted. Likewise, once the quiz marks have been returned, learners will not be allowed to write quizzes.**
5. It is the learners' responsibility to seek out the individual help to succeed in English 175. Generous amounts of time are available for individual help and consultation with the instructor. In addition, the Learning Café provides a wide range of tutoring and learning assistance for all students, free of charge.
6. Regular and punctual attendance is **an obligation** assumed by every student

Electronic Devices:

In the spirit of respect for the learning process, students are required to turn off all electronic devices (including cell phones, IPODS, and laptop computers that are not used for taking class notes) during classes. In case of emergency situations, students are to discuss this with the instructor ahead of time.

Note: Students may not use any audio, video or telecommunication devices to record any portion of this course, including the instructor's lectures. If this policy is not adhered to, the instructor has the right to limit the student's accessibility to the device.

Grading System:

GRADES	GRADE POINTS	INTERPRETATION
A+	4.0	Excellent (97-100%)
A	4.0	Excellent (93-96%)
A-	3.7	Excellent (90-92%)
B+	3.3	Good (87-89%)
B	3.0	Good (83-86%)
B-	2.7	Good (80-82%)
C+	2.3	Satisfactory (77-79%)
C	2.0	Satisfactory (73-76%)
C-	1.7	Satisfactory (70-72%)
D+	1.3	Minimal Pass (65-69%)
D	1.0	Minimal Pass (60-64%)
F	0.0	Failure (0-59%) If a failed course is successfully repeated, the original F and the passing grade will both show on the student's permanent record. The lower grade is removed from the GPA calculation.

Course Work Used as Examples:

Should your instructor wish to use your work in future educational purposes, you will be asked to complete and sign a Student Release Form, authorizing both the instructor and/or the College to use your course work. This form, along with a copy of your work, is retained in the official copyright files located in the College's Intellectual Property Office. If you have any questions regarding Copyright and/or Intellectual Property, please contact the Intellectual Property Office.

Retention of Assignments and Exams:

Examinations / assignments NOT intended to be returned to students will be retained for at least one year from the end of the term. Examinations / assignments intended to be returned to students but are not picked up by

students will be retained to the end of the final grade appeal period. After the appropriate retention period, records will be destroyed in a secure manner.

Supplemental Examination:

Not available for supplemental examination.

Academic Honesty:

Academic Honesty is necessary to achieve excellence. Lethbridge College supports and demands academic honesty in all academic learning activities.

Plagiarism is a serious offence and will be handled in accordance with the Students Rights and Responsibilities Policy 3.12.

Lethbridge College uses plagiarism detection software such as Turnitin.com. Students should be aware that if their paper is submitted to a plagiarism detection service, a copy of their paper is retained as a source document in its reference database. As the author, the student retains ownership of the paper submitted.

Eng 175
Syllabus: Tentative Schedule

Week	Topic	Resources	Value	My Grade
1	Introductions Writing sample Rewrite		5	
2 – 3	Sentence structure Spelling Vocabulary Word usage Grammar Review Quiz 1 Essay structure (thesis statement, paragraphs, intro, conclusion) APA, paper format	Handout Grammar Cop Jacobs Angel Norton & Green APA manual	5 Bonus	
4- 5	Punctuation Active/passive voice Spelling Vocabulary Word Usage Quiz 2 Narrative	Angel Grammar Cop Jacobs Norton & Green	5 5	
6-7	Subject/verb agreement Pronoun reference/case/agreement Spelling Vocabulary Quiz 3	Grammar Cop Jacobs Angel Norton & Green	5	
8-9	Modifiers/parallelism Inclusive language Spelling Vocabulary Word usage In class essay #1	Grammar Cop Jacobs Angel	10	
10 -11	Quiz 4	Grammar Cop Jacobs Angel	5	
9	In-class essay #2	Grammar Cop Jacobs Angel	10	
10	Article analysis	Grammar Cop Jacobs Angel samples	15	
11 – 12	Review			
13	Portfolios	Grammar Cop Jacobs Angel	20	
15	Final exam		10	
Ongoing	Participation		5	

Bonus marks may be awarded to students for positive attitudes and/or effort beyond the outcomes of the course☺ BUT, bonus marks will not be used to make up for missed assignments☹

MEMO

TO: All my English learners
FROM: Dr. Phyl
DATE: 08/09/10
RE: Writing Sample

Ok, so this is a course about criminal justice, and you are asking yourself, "Why are we talking about writing?" The answer is very simple...even if you have great ideas and/or strong observational skills, you must be able to write so your audience(s) will understand/support you. This could mean a business letter, an Occurrence Report or logbook.

I have a plan to learn more about how you write, what frustrates you the most, and how this course can help you. So, let us begin the process by identifying the areas where all good instructors should begin: What are your strengths and weaknesses in writing?

Please write the memo below within the first week of classes. Here is an outline for the memo:

1. Write a one page memo (single spaced in the paragraphs, but double spaced between paragraphs) telling me about your communication skills.
2. In the first paragraph, tell me about the kind of writing you anticipate you will be doing in the future
3. In the second paragraph, tell me something about **you** (i.e., background, achievements, goals, interests, education)
4. In the third paragraph, try to assess your communication skills, especially writing skills (i.e., your strengths, weaknesses)
5. In the fourth paragraph, summarize what you have already said

This memo will serve 3 functions:

- ♦ Tell me what areas we should focus on
- ♦ Give you immediate feedback about your writing skills
- ♦ Set the tone for the course

Remember, this is a demonstration of your best writing skills, so please edit carefully. There are no marks attached to this assignment; instead, I will make a list of your strengths and weaknesses to provide a focus for you for the course. Then, you will be given the opportunity to rewrite for 5 marks. I am looking forward to learning with you.

If you have any questions, you can email me at p.daychief@lethbridgecollege.ca