



TERM: Fall 2015	COURSE NO. BENG 054
INSTRUCTORS:	COURSE NAME: ABE PROVINCIAL LEVEL ENGLISH PART 2
COURSE CREDITS: 1.0	SECTION NO(S):

COURSE FORMAT: 3 instructional hours per week. Paced or Self-Paced.

PREREQUISITES: BENG 041, or BENG 043 & BENG 044.

COURSE OBJECTIVES:

General: To prepare the student for written work required in post secondary Humanities and Social Sciences courses.

To help prepare the student for comprehension and analysis of college-and university level written material.

Instructional:

To help the student develop critical skills in analysis of written material and awareness of the strengths and weaknesses in composition.

To develop skills in organization, notetaking, summarizing, outlining, maintaining continuity.

To introduce research skills and appropriate format for formal presentations of essays, including basic MLA and APA documentation format.

To familiarize the student with literary genres and terms and a range of communication techniques appropriate to different disciplines.

REQUIRED TEXT: Green, Brian, and Sarah Norton. The Bare Essentials, Form A. 8th ed. Toronto: Holt, Rinehard, and Winston, 2014.

RECOMMENDED READINGS: As recommended by instructor in relation to particular assignments.

COURSE CONTENT:

Time Component: Dependent on whether paced or self-paced.

Content: This is an intensive, self-paced or paced course in critical reading and writing. In consultation with their instructor, students must acquaint themselves with works from the following areas:

- 1) Non-Fiction: Biography, History, Social Sciences, etc.
- 2) Poetry
- 3) Drama
- 4) Investigative Journalism
- 4) Technical or Scientific material

EVALUATION PROFILE: A student will receive credit based upon completion of all recommended assignments, successfully writing and revising essays, demonstrating good sentence structure, grammar, spelling, continuity and coherence. The student must receive a 67% grade on the Final Test in order to pass the course. The assignments will be evaluated as follows:

Participation (in class/online)	10%
Grammar Quizzes	20%
Literary Analysis	20%
Research Essay	25%
Oral presentation	5%
Final Test	<u>20%</u>
	100%

Students scoring less than 70% on an exam will have the option to re-write the exam. A re-written exam will have the mark multiplied by .9

GRADING PROFILE:

A+	90-100%	B+	77-79%	C+	67-69%	D	50-59%
A	85-89%	B	73-76%	C	63-66%	F	0-49%
A-	80-84%	B-	70-72%	C-	60-62%	NC	*

* Students may be assigned "NC" (No Credit) if they require more time to finish the course

OPERATIONAL DETAILS:

University Policies: Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Attendance:

1. All students attending Adult Basic Education courses must attend each class that they are registered in. If you must be absent, please email/telephone your instructor(s).
2. Students are expected to work in the English classroom. If they need to work elsewhere, they should receive permission from their instructor.
3. Students missing 30 minutes or more of class time will be marked absent. Students who have circumstances preventing punctual arrival or requiring early departure from class should consult their instructor.

Participation: The grade for the participation component of the course is based on both the frequency and the quality of the student's comments, questions, and observations, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight, and clarity of remarks.

Progress: Instructors have the right to determine whether a student has made acceptable progress throughout the semester. There is an expectation that students finish the course level for which they registered during the semester.

Late Assignments: For paced English classes, late assignments will be penalised as follows:

- One day – one week late: 10% reduction in grade
- Eight days – two weeks late: 20% reduction in grade
- Fifteen days – three weeks late: 30% reduction in grade

Assignments will not be accepted any time after this.

Cheating/Plagiarism All forms of cheating including plagiarism are serious offences. The instructor has the right to assign a "0" on the assignment or a grade of "F" on the course. A second offence in any course may result in expulsion from the program.

Emergency Procedures: Please read the emergency procedures posted on the wall of the classroom.