

DEPARTMENT OF EDUCATION

COURSE OUTLINE – Spring 2024 (May 6, 2024-July 26, 2024)

HS 1130 (EC): ENGLISH – 3 (3.75-0-0) 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: TASHIA LEPAGE **PHONE:** 780-865-0431
OFFICE: OFF CAMPUS **E-MAIL:** 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: None

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)

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.alberta.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 (15 % 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 (15 % 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	95-100	C+	2.3	67-69
A	4.0	85-94	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:

Assignment	Due Date
Assignment 1 – Grammar Assignment	May 15, 2024 @11:30 pm MST
Assignment 2- Thesis Statement	May 22, 2024 @11:30 pm MST
Assignment 3- APA Citation	May 31, 2024 @11:30 pm MST
Assignment 4- Reflection	June 15, 2024 @11:30 pm MST
Assignment 5- Newsletter	June 28, 2024 @11:30 pm MST
Assignment 6- Business Letter	July 5, 2024 @11:30 pm MST
Assignment 7- PowerPoint/Oral Presentation	July 19, 2024 @11:30 pm MST
Make-Up Drop Box * if needed	July 22, 2024 @11:30 pm MST

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.