



## DEPARTMENT OF ARTS & EDUCATION

### COURSE OUTLINE – WINTER 2021

#### **EN1201 (C2): Composition and Rhetoric - 3 (3-0-0) 45 Hours for 15 Weeks**

**INSTRUCTOR:** Sally Jones                      **PHONE:** (780) 539-2235  
**OFFICE:** C-426                                      **E-MAIL:** sjones@gprc.ab.ca  
**OFFICE HOURS:** By appointment

**WINTER 2021 DELIVERY:** Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).

**CALENDAR DESCRIPTION:** This course will help students become more sophisticated users and producers of written texts. Instruction will include basic academic essay writing skills and the various rhetorical approaches used when addressing specific audiences. The main goals of the course are to help students integrate reading and writing and to become familiar with the conventions of college- (and university-) level writing. This includes producing coherent, logical texts that are relatively free of surface errors. To achieve these goals, the course encourages students to think critically, to read closely and analytically, and to compose responses to a variety of texts, both written and visual.

**PREREQUISITE(S)/COREQUISITE:** Successful completion of English 30 (or equivalent of Grade 12 English)

#### **REQUIRED TEXT:**

Required: Rhonda Dynes, Sarah Norton, Brian Green. *Essay Essentials with Readings* (Nelson)  
Recommended: *Canadian Writer's Handbook* (Oxford)

Note: Please use the editions on sale at the Bookstore. If, however, you use other editions, please make certain that they are all unabridged.

**DELIVERY MODE(S):** Course work includes lectures, class discussions, group work, in-class quizzes, online assignments, and individual student work, both written and oral.

**COURSE OBJECTIVES:** This course is designed to develop each student's ability to think critically, read closely, and write effectively at the university level.

**LEARNING OUTCOMES:** Students who complete this course successfully should be able to

- use their writing to analyze thoughts and to express ideas effectively
- use their writing to respond critically to another piece of writing or external prompt
- plan, outline, and draft a piece of writing that develops a specific thesis
- revise a text, adjusting style and content for specific purposes and audiences

- proofread writing for surface errors and correct the majority of these errors

**TRANSFERABILITY:** UA\*, UC, UL, AU, AF, CUE, BU, GMU, KUC

**This course is considered a University Transferable Course; however, 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 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 and transferable grades.**

**EVALUATIONS:**

There will be several unscheduled reading quizzes during this course, and in terms of preparation, these will require only careful reading of the day’s assigned text.

Reading Quizzes	20%
Writing Exercises	20%
1 <sup>st</sup> Writing assignment	10%
2 <sup>nd</sup> Writing assignment	10%
3 <sup>rd</sup> Writing assignment	10%
Final Exam	30%

**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	87-94	C	2.0	64-66
A-	3.7	80-86	C-	1.7	60-63
B+	3.3	77-79	D+	1.3	55-59
B	3.0	74-76	D	1.0	50-54
B-	2.7	70-73	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:** (a separate detailed daily reading schedule with sources and page numbers will also be distributed in class)

Weeks 1-2	ACTIVE READING, CRITICAL THINKING
Weeks 3-5	DEVELOPING AN ARGUMENT, THESIS STATEMENTS
Weeks 6-8	EFFECTIVE SENTENCES AND PARAGRAPHS
Weeks 9-12	ESSAY WRITING
Weeks 13-16	RESEARCH WRITING AND DOCUMENTATION

\*All assignments will be discussed thoroughly in class, and guideline handouts will be distributed in class and made available on our course site.

## **STUDENT RESPONSIBILITIES:**

1. Students are required to have webcams on at all times, with audio available for questions. In the event of technical issues, please ask permission to be exempted **temporarily**, and ask for assistance at [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca).
2. Essays will *not* be accepted after the due date unless prior arrangements have been approved by the Professor. Penalties of 10% per day late may be applicable in these cases. All essays must be typed, double-spaced, and stapled together. **Assignments not meeting these criteria will not be accepted. No essay may be submitted by e-mail.**
3. Quizzes cannot be made up, but in the case of a *verifiable medical emergency*, with official doctor's note, may be excused.
4. Students will not receive credit for any work or deadline missed because of an **unexcused** absence.  
If students are absent the day of a scheduled presentation (group or individual) they will receive a 0 for the presentation or project.
5. The reading outline is subject to change according to time constraints and other considerations; therefore, students are responsible for any changes that are announced in class whether they are in attendance or not.
6. Please keep a copy of all written work. In the event of theft or loss, the student is required to submit a duplicate copy.
7. Students are expected to check the Brightspace site for this course before each class to stay informed; in the event of a class cancellation, the announcement will be posted to Brightspace.
8. Students are advised to read the GPRC Admissions Guide for the rules regarding Registration, Withdrawals, Academic Misconduct including plagiarism, and Appeals.

## **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>

\*Instructors reserve the right to use electronic plagiarism detection services on written assignments. **Instructors also reserve the right to ban the use of any form of electronics (cell phones, Blackberries, iPods, tablets, scanning pens, electronic dictionaries, etc.) during class and during exams.**

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

## **ADDITIONAL INFORMATION:**

Note: The examinations for this course must be taken online with the use of Respondus Lockdown Browser and Respondus Monitor exam proctoring software. Students must download Lockdown Browser, and Respondus Monitor will automatically start with examinations through myClass. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and Respondus Monitor requires Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smart phones, and other tablets are not supported. If you do not have access to a Windows or Mac desktop, laptop or iPad, you can book a College PC via the GPRC App -> On-campus Reservations. You can learn more about Respondus Lockdown Browser and Respondus Monitor here: <https://web.respondus.com/lockdownbrowser-student-video/>.

It is important to note that the software recordings are automated systems and are designed to be less intrusive than in-person proctors. The software is only running while you are signed in during your exam. The exam administrators only review the recordings after the exam is submitted and only if it was flagged due to suspicious activity. The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition S. 39 (4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

If you are unable to complete your [quizzes/examinations] using the proctoring software you may request alternative accommodations to the online testing by contacting your instructor and the GPRC Testing Centre by telephone at 780-539-2212 to arrange to write your exam. Students must book their [quizzes/examinations] no less than 2-weeks in advance of the test date and students are choosing to write the [quizzes/examination] in the GPRC Testing Centre are responsible for the \$30 sitting fee.