



COURSE OUTLINE - Winter 2025

EN1201(C3): Composition and Rhetoric - 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:	Dr. Sally Jones	PHONE:	(780) 539-2235
OFFICE:	C426	E-MAIL:	sjones@nwpolytech.ca
OFFICE HOURS:	Monday/Wednesday, 11:30-12:30 and by appointment		

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:

English 30-1

REQUIRED TEXT/RESOURCE MATERIALS:

Required: *Essay Essentials with Readings*, edited by Rhonda Dynes, Sarah Norton, Brian Green. (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): On-Campus

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:

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: 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 st Writing Assignment	10%
2 nd Writing Assignment	10%
3 rd 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-**.

Grading Chart

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: (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 13-15	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. 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.

2. Quizzes cannot be made up, but in the case of a *verifiable medical emergency*, with official doctor's note, may be excused.
3. 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.
4. 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.
5. Please keep a copy of all written work. In the event of theft or loss, the student is required to submit a duplicate copy.
6. Students are expected to check the D2L site for this course before each class to stay informed; in the event of a class cancellation, the announcement will be posted to D2L.
7. Students are advised to read the NWP Admissions Guide for the rules regarding Registration, Withdrawals, Academic Misconduct including plagiarism, and Appeals.
8. Instructor reserves the right to use electronic plagiarism detection services on written assignments. Instructor also reserves the right to ban the use of any form of electronics (cell phones, apple watches, iPods, tablets, scanning pens, electronic dictionaries, etc.) during class and during exams.
9. In cases where submitted work exhibits concerning patterns or raises questions for the instructor about its creation and the student's intellectual effort involved, students may be required to submit to an oral examination regarding the work at the discretion of the instructor. Failure to participate in the oral examination will result in an assigned grade of 0 for the assessment. If, following the oral examination, the instructor still has concerns about the work, the academic misconduct provisions of the Student Rights and Responsibilities policy (linked elsewhere in this outline) may be applied.

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.

ADDITIONAL INFORMATION: Course work includes lectures, class discussions, group work, in-class quizzes, online assignments, film, and individual work, both written and oral