

DEPARTMENT OF EDUCATION

COURSE OUTLINE – Fall 2025

HS1130 (A2/B2): English - Professional Communication – 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: Malorie Petersen
OFFICE: H214
OFFICE HOURS: *By appointment only*

PHONE: 780-539-2448
E-MAIL: mpetersen@nwpolytech.ca

CALENDAR DESCRIPTION: A post-secondary level English course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar, academic and reflective writing, and business communication.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: None

DELIVERY MODE(S): In-person- classes will consist of lectures, labs, group-work and discussions, as well as the integration of technology to enhance learning

LEARNING OUTCOMES:

- 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:

Academic Communication (30%)	• Grammar Test (20%) • Format Foundations (<i>Document set-up, APA formatting, and Thesis Statement creation</i>) (10%)
Professional Communication (60%)	• Email (10%) • Business Letter (15%) • Newsletter (15%) • Objective Reporting Test (20%)
Editing/Proofreading (10%)	• The “Red Pen” Assignment (10%)

***Assignment details and specific instructions will be discussed in class and provided on MyClass. Assignments must be submitted in the dropbox on MyClass by the date and time indicated. **ALL** assignments and tests **MUST** be completed and turned in to pass the course. **Unless acceptable arrangements have been made with the instructor prior to the due date, late assignments will be docked 3% per day. If the assignment is not received within 3 days of the due date, a grade of ZERO will be given.**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. You are required to get at least a 60% (C-) to pass this course.

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:

Dates	Topic	Tentative Due Dates <i>*Subject to change at Instructor's discretion</i>
SEPTEMBER	Grammar/Basics	Sep 22- Grammar Test
OCTOBER	Writing Structure and Academic Formats	Oct 6- Email Assignment Oct 15 – APA Format Assignment Oct 27- Newsletter Due
NOVEMBER	Formal Writing	Nov 5- Objective Reporting Test Nov 24- Business Letter Due
DECEMBER	Editing/Proofreading	Dec 10- “Red Pen” Assignment Due

STUDENT RESPONSIBILITIES:

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.

CLASSROOM EXPECTATIONS:



- 1) Regular, punctual attendance. Arriving late is not only rude, it is disruptive to the flow of learning within the classroom. Irregular attendance results in you missing important information and does not set you up for success.
 - 2) Tests and quizzes must be written in-person on the assigned dates. Missing one will result in a grade of zero.
 - 3) Minimize cellphone usage and other distractions in class.
 - 4) In order to maintain an environment of optimal learning, please understand that children are not permitted in class. Ensure you have made alternative arrangements for your child(ren) during class time.
 - 5) Grades are not negotiable and will not be changed (with the exception of instructor error, *i.e. adding up totals incorrectly*). The goal is for you to demonstrate your *learning*, not chase a number. Your instructor is available to clarify any misunderstandings you may have about the content to ensure better understanding; however, posted grades will not be altered.
 - 6) Assignments must be properly submitted, on time, in .doc or .pdf format (unless otherwise indicated). Failure to properly upload an assignment could result in a zero if your instructor is unable to access the assignment.
 - Instructors reserve the right to make exceptions to certain rules in extenuating circumstances, on a case-by-case basis.
 - If you are a student that has an official letter of accommodation, ensure you follow the procedures regarding accommodations by making proper arrangements with your instructors *well before* assignment due dates.
 - 7) Students are expected to complete readings and review materials outside of class time and check MyClass and student email regularly.
- *Instructors reserve the right to make exceptions to certain rules in extenuating circumstances, on a case-by-case basis.*
 - *If you are a student that has an official letter of accommodation, ensure you follow the procedures regarding accommodations by making proper arrangements with your instructors well before assignment due dates.*