

## DEPARTMENT OF EDUCATION

### COURSE OUTLINE – Winter 2025

#### HS 1130 (EC): ENGLISH– 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:** Kirsten Clark  
**OFFICE:** H212  
**OFFICE HOURS:** By appointment

**PHONE:** 780-539-2041  
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**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.

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:  
60 minutes or less - \$16 USD  
61-120 minutes - \$25 USD  
121 - 180 minutes - \$31 USD

**DELIVERY MODE(S):** Online, asynchronously through MyClass

**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.transferralberta.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:** Your final grade for this course will be based on:

<b>Unit 1</b>	<ul style="list-style-type: none"> <li>● Assignment 1: Grammar - 20% of final mark</li> </ul>
<b>Unit 2</b>	<ul style="list-style-type: none"> <li>● Assignment 2: Thesis Statement - 10% of final mark</li> <li>● Assignment 3: APA Citation- 10% of final mark</li> </ul>
<b>Unit 3</b>	<ul style="list-style-type: none"> <li>● Assignment 4: Reflection - 10% of final mark</li> </ul>
<b>Unit 4</b>	<ul style="list-style-type: none"> <li>● Assignment 5: Newsletter- 20% of final mark</li> </ul>
<b>Unit 5</b>	<ul style="list-style-type: none"> <li>● Assignment 6: Business Letter - 10% of final mark</li> <li>● Assignment 7: Oral/Powerpoint Presentation- 20% of final mark</li> </ul>

**\*Please note that all of the above must be completed without the use of Generative Artificial Intelligence tools.**

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. You must receive a final mark of a C- or above 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:

Unit & Dates	Assignment Due Dates
<b>Unit 1: Grammar</b> Weeks 1-2 January 6 - January 18th	Assignment 1: Grammar - <b>Due January 18th</b>
<b>Unit 2: Academic Writing</b> Weeks 3-6 January 19th-February 15th	Assignment 2: Thesis Statement - <b>Due February 8th</b>  Assignment 3: APA Citation- <b>Due February 15th</b>
<b>Unit 3: Reflective Writing</b> Weeks 7-8 February 16th-March 1	Assignment 4: Reflection- <b>Due March 1st</b>
<b>Unit 4: Newsletters</b> Weeks 9-10 March 2-March 15	Assignment 5: Newsletter- <b>Due March 15th</b>
<b>Unit 5: Business Communication</b>	Assignment 6: Business Letter - <b>Due March 29th</b>

Weeks 11-14  
March 16 -April 11

Assignment 7: Oral/Powerpoint Presentation - Due  
**April 11th**  
*\*no late submissions accepted*

\*all work is due by 11:59 p.m. on the dates indicated above.

Late assignments will be penalized by a deduction of 2% per day up to a maximum of seven days upon which they will receive a “0.”

## STUDENT RESPONSIBILITIES:

Northwestern Polytechnic expects students’ conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP calendar regarding rights and 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.

## ADDITIONAL INFORMATION:

- ❖ **Statement on the Use of AI in this Course:** Completing learning activities, assignments, and other course components is a critical part of learning and essential to the development of your practice as a paraprofessional. Therefore, in this course, all learners will pledge to use AI tools in ethical and appropriate ways.

For example, it *would not be* ethical or appropriate to use Generative Artificial Intelligence applications such as ChatGPT to write a draft of a learning activity or assignment and submit it as your own work. The use of Generative Artificial Applications such as ChatGPT without proper citation will be considered plagiarism and treated as such using Northwestern Polytechnic’s Academic Misconduct Procedures.

In comparison, it *would be* ethical and appropriate for you to use AI tools such as Spell Check or Grammarly to identify spelling and grammar errors in your own work so you can correct them before submission.

If you require additional clarity on the use of AI in this course, please reach out to your instructor.

## USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, “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, subsection 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.”

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

## **Consent to Store Personal Information Outside Canada**

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

