

DEPARTMENT OF EDUCATION

COURSE OUTLINE – Fall 2026

HS1130 (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:	LESLEY BRAZIER	PHONE:	780-539-2727
OFFICE:	H216	E-MAIL:	LBrazier@nwpolytech.ca
OFFICE HOURS:	Email instructor to set an appointment.		

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):

- None

COREQUISITE(S):

- None

REQUIRED MATERIALS:

- There is no course text for this class. All necessary materials will be provided on the course page.

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):

- Asynchronous (online) courses are delivered online through NWP's learning management system. There are no set class times, and students attend remotely and when it works best for them.

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 the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**** For courses with alpha (letter) grading, a 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.**

Your final grade for this course will be based on:

Unit(s)	Assessment(s)
Grammar	• Learning Check 1: - 8% of final mark • Learning Check 2: Grammar - 8% of final mark
Objective Writing	• Recording Observable Behaviours - 6% of final mark
Academic Writing	• Thesis Statement - 7% of final mark • APA Citation- 10% of final mark
Reflective Writing	• Reflection - 15% of final mark
Newsletters	• Newsletter- 20% of final mark
Business Communications	• Business Letter- 11% of final mark • Persuasive Oral Presentation to be recorded/submitted online- 15% of final mark

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

GRADING CRITERIA: *Students must receive a final mark of C- to pass this course.*

Please note that most institutions 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
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COURSE SCHEDULE/TENTATIVE TIMELINE:

- The course schedule/tentative timeline can be found on the course page.

Important Dates:

- Fall Orientation is Tuesday, September 1st, 2026
- First Day of Classes are Wednesday, September 2nd, 2026
- Labour Day is Monday, September 7th, 2026 (No classes)
- Last day to add/drop course, pay Fall fees, and opt out of student health/dental plan is Monday, September 14th, 2026
- National Day of Truth and Reconciliation is Wednesday, September 30th, 2026 (No classes).
- Thanksgiving is Monday, October 12th, 2026 (No classes)
- Fall Break is from Monday, November 11th, 2026– Friday, November 13th, 2026 (No classes this week)
- Last day to withdraw from classes is Friday, November 27th, 2026.
- Last day of classes is Wednesday, December 9th, 2026.
- Final exam week will take place from Saturday, December 12th– Saturday, December 19th, 2026. Students are advised to avoid making travel plans until final exam dates and locations have been set by the Registrar's Office mid-semester.

STUDENT RESPONSIBILITIES:

- Refer to the NWP's Policy on [Student Rights and Responsibilities](#).
- NWP's Department of Education offers an adult education environment. Students are expected to participate fully in achieving their educational goals.
- Students are expected to check the D2L/My-Class learning management system and NWP email every 1-2 days, excluding weekends. This will ensure that students stay informed concerning course updates, readings, and announcements. It is the responsibility of the student, not the instructor, to print off readings and assignments from the course page as necessary.
- Students are expected to demonstrate academic integrity in their work. This means that students should be completing their weekly readings and submitting work that has been authentically produced or created by themselves.

- Students are expected to adhere to American Psychological Association (APA) 7th edition format and citation style for assignments. This means that students must include in-text citations and references if external sources of information are consulted and used in the production of their work.
- Generally, students should not be using Artificial Intelligence in the production of their test/exam responses, discussion posts, written work, and presentations. If the instructor has concerns regarding plagiarism, cheating, or inappropriate use of Artificial Intelligence in students' work, such instances will be treated seriously and in adherence to NWP's policies and procedures regarding academic misconducts.
- Unless arrangements have been made with the instructor prior to the due date, late assignments will be docked 10% per day. If the assignment is not received within 5 days of the due date, a grade of 0% will be given. Extensions will not be granted by the instructor on the days that assignments/tests are due.
- Please communicate with me via email for booking office appointments, excusable absences, and other communication or requests. Email is the fastest and most efficient way to get a hold of me. I will respond to email communication within 24-48 hours.

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 <https://www.nwpolytech.ca/about/polytechnic-leadership/policies-directory>.

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

Additional Information:

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 personal information collected through ProctorU is collected under the authority of the *Post-Secondary Learning Act* (s. 65) and the *Protection of Privacy Act* (ss. 4(a) & (c)). This information is used to verify your identity, monitor exam conditions, and address potential academic integrity concerns during your online exam.

NWP may input the collected personal information into automated systems to fulfill the purposes stated above. This may include activities such as flagging potential academic integrity concerns for review.

Questions regarding the collection of this personal information can be directed to: The Office of the Vice-President Academic – Northwestern Polytechnic – VPAR@NWPolytech.ca

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.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.