

**Grande Prairie Regional College**  
**Department of Arts, Education, and Commerce**  
***English Composition 1201, Winter 1997***

**Instructor:** Rick Erlendson  
**Office:** C213  
**Telephone:** 539-2095 (office), 539-2732 (office fax)  
957-2127 (home), 957-2445 (home fax)  
**EMAIL:** erlendson@gprc.ab.ca  
**Office hours:** 11 - 12 am MWF, by appointment, or on a drop-in basis if I'm free.

**Course Description:**

This course is designed to encourage the development and improvement of professional writing skills. While emphasis will be placed on practical writing skills, the course work will include a look at the components of essay writing – including exposition and argumentation. The expectation is that students will improve in their ability to communicate in written form, and thus enhance their effectiveness in their profession.

**Texts Required:**

- Norton, S. and Green, B. (1996). *The Bare Essentials: Form A* (Fourth Edition), Toronto: Harcourt Brace Canada.

**(Optional)**

- *Publication Manual of the American Psychological Association (APA)*
- A good college dictionary and thesaurus

**Major Objectives:**

- To increase writing competence and confidence toward the development of a technical writing style. Such competence includes the development of organizational and research skills that can be transferred to writing requirements in a variety of professions represented by departments at Grande Prairie Regional College: science, nursing, forestry, computer systems technology, and rehabilitative services.
- To develop the skills needed to successfully proof-read, edit, and revise written work.
- To cultivate an understanding of APA standards in written work.
- To increase original thinking, vocabulary usage, and various other aspects of written communication.

### Course Evaluation:

Assignments generated and completed in class	15%
Assignments completed out of class	35%
Final in-class paper	10%
Attendance, preparation for, and participation in class	10%
Workbook completion	10%
Quizzes	15%
Evidence of growth and development in writing	05%

### Course Format:

English 1201 consists of three 50-minute classes weekly. Lectures, discussions, in-class writing assignments, exercises in composition, group work, and presentations are all potential parts of the classroom format.

### Course Policies:

- Understanding that writing is a *process*, most writing assignments will involve multiple drafts to enable students to generate accurate, concise, well-written material.
- Assignments are due on the dates set by the instructor. When legitimate circumstances make this impossible, students **must** make alternate arrangements with the instructor prior to the due date.
- Students are reminded that plagiarism is a serious breach of academic integrity and evidence of it bears serious consequences. Handing in papers written in previous courses constitutes as plagiarism; therefore, this practice should be avoided.
- Grades will be assigned using the nine-point stanine scale:
  - 9 (90 - 100%) is markedly superior
  - 8 (80 - 89%) is excellent
  - 7 (72 - 79%) is very good
  - **6 (65 - 71%) is good**
  - 5 (55 - 64%) is fair
  - 4 (50 - 54%) is poor
  - 3 (below 50%) equates to failure
- Should you be unable to attend a class, it is your responsibility to find out what was covered.