

COURSE OUTLINE		
<b>TERM:</b> Fall 2018	<b>COURSE NO:</b> EAP 100	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE:</b> English for Academic Purposes 4A	
<b>OFFICE:</b> <b>LOCAL:</b> <b>E-MAIL:</b> @capilanou.ca	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 6
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### COURSE FORMAT

8 in-class hours per week for 13 weeks, plus a 2-week final exam period for a 15-week semester.

### COURSE PREREQUISITES/CO-REQUISITES

EAP 090 with a minimum grade of B, or the Capilano EAP Placement Test at the EAP 100+101 level, or Test of English as a Foreign Language (TOEFL) paper=530, internet=71, or English Language Assessment (ELA)=128, or International English Language Testing System (IELTS)=6.0 overall, and no one score less than 5.5, or Canadian Academic English Language Assessment (CAEL)=60, or Pearson Test of English (PTE Academic)=53

The corequisite is EAP 101.

### CALENDAR DESCRIPTION

Students will learn advanced academic writing, grammar, and listening skills integrated with academic content to the EAP 4A-B level.

### REQUIRED TEXTS AND/OR RESOURCES

Coupe, Rosemary et al. *The Capilano Guide to Writing Assignments*. 2016 ed., Capilano University, 2016.

Caplan, Nigel A. and Jennifer Bixby. *Inside Writing 4*. 2<sup>nd</sup> ed., Oxford UP, 2014.

### COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

#### Grammar/Editing:

- Identify and self-correct individual grammar problems and common errors.
- Write grammatically accurate and appropriate sentences of all types.

**Writing:**

- Produce effective reports, summaries, critiques, essays, research papers, and argument papers.
- Show mastery of the writing process (drafting, revising, editing).
- Accurately paraphrase passages from sources.
- Effectively integrate paraphrases, quotations, and summaries as support in academic writing.
- Use an appropriate citation and reference style.
- Complete in-class test essays and short answer responses.

**Listening:**

- Acquire and use advanced strategies for interactive listening tasks.
- Show mastery of note-taking skills from authentic academic lectures, videos and documentaries, in addition to paraphrasing and summarizing content from notes.
- Engage with the community through meaningful activities.

**Learning Approaches:**

- Develop critical thinking skills through critical analysis work required for class discussions, writing assignments and exams.
- Generate various types of questions and responses: content, inference, criticism, and evaluation.
- Acquire and use background knowledge as evidence in academic assignments.
- Identify learning approaches and academic expectations in North American colleges and universities.
- Acquire background knowledge specific to certain academic disciplines.
- Develop an awareness of types of assignments common at the university course level.
- Identify what constitutes cheating and plagiarism in a North American academic learning environment.
- Find sources and evaluate materials for reliability and validity.

**COURSE CONTENT**

This course will prepare students for study in various academic fields through the following class activities:

- Participating in focused discussions
- Independently researching material using academic resources
- Grammar-focused writing and editing
- Writing a guided research paper
- Reading academic journals and textbooks
- Critically analyzing and responding to texts and videos
- Writing papers which incorporate application of theories and original thinking
- Summarizing, paraphrasing and synthesizing articles and videos
- Learning idioms and colloquial expressions especially those related to academic contexts
- Listening to a variety of broadcast media

## EVALUATION PROFILE

1. Participation/Community Engagement	5%
2. Assignments	60%
3. Exams/Tests	<u>35%</u>
<b>TOTAL</b>	<b>100%</b>

**Note:** While the weighting of individual assignments, tests and exams is at the discretion of the instructor, no single assignment, test or exam will exceed 25% of the final total.

### Participation

Participation grades are based on completion of homework tasks and class preparation, as well as the consistency, quality, and frequency of contributions to class discussions. Consistency means attending every class, maintaining a positive and respectful presence in the classroom, and actively contributing to discussions on a regular basis. Quality means demonstrating respect for peers and their contributions, listening attentively during lectures and when other students are speaking, and participating in all activities with an open and inquisitive mind.

### Community Engagement

Students are expected to do 10-12 hours of Community Engagement (CE) over the term. CE activities include volunteer work, attendance at workshops/lectures/special events or a combination of the two. Evaluation of CE is at the discretion of the instructor and may include individual presentations, reflective journals, e-portfolios and written reports.

### Assignments

Assignments include grammar exercises, writing assignments (reports, summaries, critiques, essays, research papers, and argument papers), listening assignments from a variety of sources, and contact work.

## GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

### Grading System explanation

- Final grades will be weighted 80% Grammar/Writing; 20% Listening.
- Students must achieve a B+ (77%) or higher in EAP 100 and EAP 101 to register in full-time Capilano University academic courses, satisfying the University's English language requirement.

### Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

### Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

**Missed Exams/Quizzes/Assignments etc.**

Make-up exams, quizzes/tests, and assignments are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed activities may not be able to be accommodated. Please consult with your instructor.

**Attendance**

Students are expected to attend all classes and associated activities. If you must miss a class, make arrangements with a classmate to hand in any homework due and to explain work required for the following class. You are responsible for all materials and submission of work during your absence. Please email your instructor if you cannot come to class.

**English Usage**

English language usage is essential at all times in class. Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

Students may use electronic devices during class for note-taking only. Cell phones must be turned off before entering the classroom and may not be turned on again until after you have left the classroom, except in emergency situations or by prior arrangement with the instructor.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

**Capilano University Security: download the CapU Mobile Safety App****Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment and then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

**Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure.

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.