COURSE OUTLINE		
TERM: Summer 2026	**COURSE NO:** BENG 054	
INSTRUCTOR:	**COURSE TITLE:** ABE Provincial Level English Part 2	
OFFICE: **LOCAL:** **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS:** 1.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University respectfully acknowledges that our campuses are located on the unceded territories of the səlilwətaɬ (Tsleil-Waututh), Sḵwx̱wú7mesh (Squamish) and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT

There are 3 hours/week of scheduled instructor contact time and 2.5 hours/week of ad hoc instructor availability that may be scheduled at times mutually agreed upon by the instructor and the student. The scheduled time may be either classroom, online, or mixed mode. Online assistance from the instructor is done via Zoom. Please see the course eLearn page for a Zoom link, days, and times.

For paced classes, students follow the class material at a pace set by the instructor. Students have the option of switching to self-paced at any point during the semester.

For self-paced classes, students work at their own pace. Self-paced classes allow students to either progress more quickly (finishing multiple levels in a subject during the semester) or more slowly (students may take up to 2 semesters to finish a level in a subject).

This course has content available on https://elearn.capu.ca/ and students may use eLearn asynchronously (at any time that is convenient for them). If there are any synchronous (paced) activities, such as lectures or workshops, they will be recorded and will be available on eLearn if you are unable to attend at the designated time.

Students should expect to log in 3-4 times per week and to spend 6-8 hours per week on course readings, assignments, labs, quizzes, and tests.

The Fall and Spring semesters are 15 weeks long. The two Summer semesters are 7 weeks long and have double the amount of scheduled and ad hoc instructor contact time.

COURSE PREREQUISITES/CO-REQUISITES

BENG 053 (B-) as a pre- or corequisite

CALENDAR DESCRIPTION

This course is a Provincial Level English course focusing on reading, research, academic analysis, and academic essay writing. The course aims to develop the reasoning, research, and synthesizing skills needed to succeed in a post-secondary environment.

REQUIRED TEXTS AND/OR RESOURCES

Horkoff, Tara. *Writing for Success: 1st Canadian H5P Edition*. 2021, pressbooks.bccampus.ca/writingforsuccessh5p/. Creative Commons Attribution–Non-Commercial–Share Alike 4.0 International License.

E-text link: https://opentextbc.ca/writingforsuccessh5p/

COURSE STUDENT LEARNING OUTCOMES

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

General:

- To prepare the student for written work required in post-secondary
- To help prepare the student for comprehension and analysis of college-and university level written material.

Instructional:

- To familiarize the student with a variety of text types and genres.
- To understand how forms, genres, and writing conventions shape meaning and communication.
- To help the student develop critical skills in analysis of written material and awareness of the strengths and weaknesses in composition.
- To develop skills in organization, notetaking, summarizing, outlining, and maintaining continuity.
- To introduce research skills and appropriate formats for formal presentations of essays, including basic MLA and APA documentation format.
- To demonstrate critical awareness and effective use of artificial intelligence (AI) tools in the context of reading, writing, and research, with attention to ethical considerations, authorship, and digital literacy.

On successful completion of this course, students will be able to meet the learning outcomes found in the ABE Articulation Handbook located at bctransferguide.ca.

COURSE CONTENT

This is an intensive, self-paced, or paced course in critical reading and writing.

EVALUATION PROFILE

A student will receive credit based upon completion of all recommended assignments, successfully writing and revising essays, demonstrating good sentence structure, grammar, spelling, continuity, and coherence. The assignments will be evaluated as follows:

Participation*.....10%
Grammar Assignments.....20%
Poetry Analysis 20%
Research Essay.....20%
Oral presentation.....10%
Final Assessment 20%

TOTAL.....100%

*The grade for the participation component of the course is based on participation in the classroom, online Zoom sessions, instructor meetings, and/or eLearn course forums. The mark is based on the frequency and quality of the student's comments, questions, observations, and reflections. The quality is determined by, among other things, the relevance, insight, and clarity of the remarks.

Students scoring less than 70% on an assessment will have the option to re-write. A re-written assessment will have the mark multiplied by 0.9.

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	

* Following their first attempt at a self-paced course, students may be assigned "NC" (No Credit) if they require more time to finish the course.

Incomplete Grades

Grades of Incomplete "I" will not be assigned in this course.

Late Assignments

For self-paced English classes, late assignments are not applicable.
For paced English classes, late assignments will be penalized as follows:

- One day – one week late: 10% reduction in grade
- Eight days – two weeks late: 20% reduction in grade
- Fifteen days – three weeks late: 30% reduction in grade
- Assignments will not be accepted any time after this.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.
Accommodations can be made to honour community needs and traditional practices.

Attendance
Regular attendance is crucial for student success and course completion.
In an online environment, students should expect to log in 3-4 times per week and to spend 6-8 hours per week on course readings, assignments, quizzes, practice tests, and tests. Online coaching hours are hosted on Zoom, see the course eLearn page for link, days and times.

English Usage
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 course-related purposes only.

On-line Communication
Please be sure to check your official Capilano University email regularly, as all official communication will be sent via this email address 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: https://www.capilanou.ca/student-services/

Capilano University Security: download the CapU Safe Alert 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 and procedures S2017-05 Academic Integrity for more information:
https://www.capilanou.ca/about-capu/governance/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 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 Policy and B.401.1 Sexual Violence Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

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

DEPARTMENT OR PROGRAM OPERATIONAL DETAILS

Progress

There is an expectation that students will finish the course level for which they registered during the semester; however, students may re-register in a course a second time if they need additional time to complete the course material. If students require more than 2 semesters to complete a course, further registration requires instructor permission, which will only be granted if students have made acceptable progress in the previous semester.

Class Recordings

This course or portions of this class may be recorded by the instructor for educational purposes. These recordings will be shared only with students enrolled in the course. This is intended to supplement the course experiences.

Privacy

Capilano University is committed to preserving your right to privacy. We ensure that the confidentiality of your information is maintained and the collection, use and disclosure of your information is in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA). The personal information collected by online tools licensed by the University for delivering courses is not distributed to any private organizations or used for commercial marketing.

Inclusivity

In this course you will be treated with respect. I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and nonvisible differences. All members of this course are expected to contribute to a respectful, welcoming and inclusive environment for learning.

Student Digital Ambassadors

The Student Digital Ambassadors provide peer-to-peer support for students navigating the online environment and the educational technology tools such as eLearn and Zoom used at CapU. Ambassadors are available online. For more information visit https://sda.capilanou.ca