

| COURSE OUTLINE                                               |                                                       |                     |
|--------------------------------------------------------------|-------------------------------------------------------|---------------------|
| <b>TERM:</b> Fall 2025                                       | <b>COURSE NO:</b> EAL 059                             |                     |
| <b>INSTRUCTOR:</b>                                           | <b>COURSE TITLE:</b> Upper Beginner Grammar & Writing |                     |
| <b>OFFICE:</b> <b>LOCAL:</b><br><b>E-MAIL:</b> @capilanou.ca | <b>SECTION NO(S):</b>                                 | <b>CREDITS:</b> 3.0 |
| <b>OFFICE HOURS:</b>                                         |                                                       |                     |
| <b>COURSE WEBSITE:</b>                                       |                                                       |                     |

Capilano University acknowledges with respect the Lilwat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

#### **COURSE FORMAT**

3 hours of classroom contact per week for a 15-week semester, which includes the two-week final exams period. 1 additional hour per week may include direct classroom instruction, workshops, individual or small group meetings, tutorials, and online activities.

#### **COURSE PREREQUISITES**

The Capilano EAP Placement Test at the EAP 050 level in Grammar & Writing

#### **CALENDAR DESCRIPTION**

This course provides students with English language skills starting at the Upper Beginner level. It includes grammar (basic grammar) and writing (simple and compound sentences).

#### **COURSE NOTE**

Completion of any EAL part-time course does not meet the prerequisite for any EAP full-time course.

#### **REQUIRED TEXTS AND/OR RESOURCES**

Specific texts, resources and technology will vary depending on the instructor. The instructor may make use of an assigned textbook and/or instructor-prepared materials made available in class or on eLearn.

#### **COURSE STUDENT LEARNING OUTCOMES**

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

##### **Grammar/Writing**

- Demonstrate spelling and punctuation accuracy.
- Identify and correct common grammar errors at this level.

- Accurately use simple structures taught at this level.
- Use basic connecting words and phrases.
- Convey a personal message in a formal short (about 1 paragraph) letter, note, or email, such as expressing/responding to invitations, quick updates, and feelings.
- Reduce one page of written information to a list of 7 to 10 important points.
- Produce correct and legible text, including names, addresses, dates, directions and other details.
- Fill out moderately complex forms with required information (e.g., utility application, accident report).
- Write short (3 to 5 sentences) personal business or service correspondence (e.g., to request a refund or cancel a meeting with an instructor).
- Write a basic paragraph to relate and narrate a sequence of events, describe a person, place, object, scene, picture, or routine, and explain reasons.

**Academic Literacy**

- Use classroom interaction skills appropriate to this level.
- Develop critical thinking skills appropriate to this level.

**Experiential Learning**

- Identify and interact with some of the student support services available on campus.
- Be aware of the services and programs offered by social organizations located in the community.

**Honouring Indigenous Ways of Learning and Knowing**

- Develop an understanding of Indigenous Peoples and topics.
- Understand the importance of land acknowledgements.

**COURSE CONTENT****Grammar/Writing**

- Basic verb tenses
- Yes/no, Wh- questions
- Basic modals needed for writing assignments at this level (e.g. probability, possibility, advice, opinion, necessity, prohibition, request and prohibition).
- Likes and dislikes with gerunds and infinitives
- Simple and compound sentences
- Connecting words and phrases
- Personal message composition in formal letters, notes, or emails
- Information reduction to key points
- Form completion for moderately complex documents
- Short business or service correspondence
- Basic paragraph writing to relate events, descriptions, and explanations

## EVALUATION PROFILE

### Grammar/Writing

|                                        |             |
|----------------------------------------|-------------|
| 1. Participation/Experiential Learning | 5%          |
| 2. Assignments                         | 45%         |
| 3. Exams/Tests                         | <u>50%</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 exams will exceed 25% of the total evaluation.

### 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 when the instructor or other students are speaking, and participating in all activities with an open and inquisitive mind.

### Experiential Learning (EL)

Includes reflecting on everyday common and professional interactions. Evaluation of EL is at the discretion of the instructor and may include individual presentations, reflective journals, e-portfolios, and written reports.

### Assignments

Assignments include listening comprehension exercises, vocabulary, in-class discussions & presentations, and pronunciation practice.

## 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 |           |

**Note:** Students must achieve a B (73%) or higher in EAL 059 in order to continue on to EAL 069.

### 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/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**

Students are required to be present in all classes and related events. In case you are unable to attend a class, please coordinate with a fellow student to submit any assigned homework and clarify the tasks for the next session. You hold the responsibility for all study materials and assignment submissions during your nonattendance. Email your instructor if you are unable to attend the class.

**English Usage**

Communicating in English is crucial at all times in class.

**Electronic Devices**

Students are allowed to use electronic devices in class for note-taking only, unless otherwise specified by the instructor.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; 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: <https://www.capilanou.ca/student-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 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 and Misconduct Policy and B.401.1 Sexual Violence and Misconduct 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.