

COURSE OUTLINE		
TERM: Fall 2025	COURSE NO: EAL 099	
INSTRUCTOR:	COURSE TITLE: Lower Advanced Grammar & Writing	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Líl'wat7úl (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 workshops, individual or small group meetings, tutorials, and online activities.

COURSE PREREQUISITES

EAL 089 with a minimum grade of B, or the Capilano EAP Placement Test at the EAP 090 level in Grammar & Writing

CALENDAR DESCRIPTION

This course provides students with English language skills starting at the Lower Advanced level. It includes grammar (self-correcting frequent grammatical and word choice errors) and writing (writing paragraphs, essays and a range of business or service correspondence).

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 and complex structures taught at this level.
- Produce coherent text with appropriate logical connectors.
- Convey a range of personal and business messages in semi-formal or formal correspondence (letter, note, email) expressing or responding to a broad range of circumstances. Length is dictated by the requirements of the task.
- Write functional notes, an outline, or summary for personal use or for defined audiences, conveying essential information and reducing it to main points, with accurate supporting details and no major factual omissions or errors.
- Synthesize complex information and ideas from multiple sources. Length is determined by the task.
- Complete extensive complex forms and report documents with pre-set formats.
- Write a range of business or service correspondence for a broad range of purposes (making and responding to requests for information, services, or products).
- Write texts of 4 to 6 paragraphs to relate to past events, describe and compare complex ideas, phenomena, or processes, or to express or analyze opinions.
- Write a paragraph to summarize complex information in questionnaires, graphs or charts.
- Proofread and revise own work with occasional input from others.

Academic Literacy

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

Experiential Learning

- Be aware of the services and programs offered by social organizations located in the community.
- Explain personal learning and benefits from participating in various Experiential Learning activities.
- Understand how volunteer work contributes to an understanding of the values of equity, diversity, and inclusiveness.

Honoring Indigenous Ways of Learning and Knowing

- Develop an understanding of Indigenous Peoples and topics.
- Be aware of key historical events and features in the colonization of Canada.
- Understand the importance of land acknowledgements.
- Distinguish unique characteristics of Indigenous cultures and worldviews through literary and academic sources.

COURSE CONTENT

Grammar/Writing

- Advanced overview of the English verb system
- Complex clauses: adjective, adverb, and noun clauses
- Advanced use of gerunds and infinitives
- Modal auxiliaries for probability, possibility, necessity, and advice
- Advanced comparatives and superlatives
- Articles in various complex contexts
- Advanced subordinating and coordinating conjunctions
- Passive voice in different tenses
- Simple, compound, and complex sentences
- Personal and business message composition in semi-formal and formal correspondence
- Functional notes, outlines, and summaries for various audiences
- Synthesis of complex information from multiple sources
- Completion of extensive and complex forms and reports
- Text production with high accuracy and attention to detail
- Business and service correspondence for diverse purposes
- Summarization of complex information in various formats
- Proofreading and revising own work, with occasional input from others

EVALUATION PROFILE

1. Participation/Experiential Learning	5%
2. Assignments	50%
3. Exams/Tests	<u>45%</u>
TOTAL	100%

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 during lectures and when other students are speaking, and participating in all activities with an open and inquisitive mind.

Experiential Learning (EL)

Students are expected to participate in Experiential Learning activities over the term. 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 grammar exercises and writing assignments.

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 should achieve a B (73%) or higher in EAL 099 to demonstrate English language proficiency at this level.

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.