

University of the Fraser Valley
Upgrading & University Preparation Dept.
EAP 084: Writing for Academic Success: University Bridge Level
Fall 2025 (AB1 CRN 91505)

Semester Dates 09/03/25 - 12/19/25

Class Days/Times: This is a hybrid blended class with in-person classes and online activities.

- Face-to-Face classes are **Tuesdays 11:30 -2:20** p.m. in room A245 Abbotsford campus
- Weekly online activities/homework are on Brightspace <https://myclass.ufv.ca> and must be completed at home by the due date.

Note: Check your UFV student email before class for announcements such as winter weather/campus closures. If we need to meet online, I will email you to meet in the Zoom Classroom <https://myclass/ufv.ca> (Blackboard).

Instructor: Helen Butner

Office: D3314 & by appointment on Virtual Office (Zoom) <https://myclass/ufv.ca>

Email: helen.butner@ufv.ca

Office Hours: Tuesdays 10:00-11:00 am (D3314) and by appointment (Monday-Friday).

When you need help, don't be shy. Please talk to me before/after class, email me your questions, or arrange to meet in the Zoom classroom on myclass (Brightspace). I check my email regularly, so messages will be replied to within 48 hours Monday to Friday. Please use your myUFV student email to contact your instructor.

Territory Acknowledgement

Welcome! The University of the Fraser Valley is situated on the unceded traditional territory of the Stó:lō peoples. The Stó:lō have an intrinsic relationship with what they refer to as S'olh Temexw (Our Sacred Land); therefore, we express our gratitude and respect for the honour of living and working in this territory.

Course Description

Plan and write essays for typical undergraduate level writing assignments that require critical reading, research of reliable references, use of quotes, paraphrases, summaries with in-text citation, and bibliographies. Editing and revising for consistent clarity of meaning, expression, academic style, and tone.

Course Outcomes Upon successful completion of this course, students will be able to:

- Write an essay with various sentence types & paragraphs using various strategies & structures
- Write compositions free of major grammatical, structural, or mechanical errors and that show appropriate use of tone, mood, phrasing, and stylistic conventions
- Write clearly developed essays to a variety of essay prompts using various forms of development
- Produce an essay that includes selecting and applying a range of research & writing strategies

Required Materials

- Course materials are on Brightspace <https://myclass.ufv.ca> See *Weekly Activities & 084 Resource pages*
- A computer, keyboard, and internet connection to access and submit online assignments
- A 3 ring binder with loose paper to organize your handouts and pens with 3 colours ink
- An English dictionary and thesaurus (see course resource page for links to free resources).

Course Evaluation

Coursework (includes a variety of class, homework, and online activities)*	25%
In-class Writing Assignments	30%
Quizzes	20%
Final Exam	25%

*Examples of coursework include reading assignments, writing assignments (such as paragraphs, outlines, summaries, reflective journals etc), research assignments, online discussion forum posts & responses, group discussions, grammar exercises, and more.

UFV Grade Scale

Grade	Percent
A+	90 – 100
A	85 – 89
A-	80 – 84
B+	77 – 79
B	73 – 76
B-	70 – 72

Grade	Percent
C+	67 – 69
C	63 – 66
C-	60 – 62
D	50 – 59
F	<50

**Note: A grade of C- is enough to pass EAP 084, BUT a grade of C+ is required to meet UFV's English language requirement for admission into academic (degree or diploma) programs.*

Course Admission:

One of the following: EAP 074, placement by assessment, or evidence of any test score or course grade listed under the Entry-level post-secondary English language proficiency standards in the UFV academic calendar at www.ufv.ca/calendar/current/General/EnglishProficiency.htm

Course Expectations & Technology

It is my pleasure to welcome each of you to EAP 084. Our classroom is a safe space where we support and encourage each other. We all come with unique knowledge and experiences that can be a valuable resource on this learning journey. We will use Brightspace (MyClass) for our online class shell. You will find class announcements, weekly modules with instructions, materials, readings, and other relevant resources. You will also use Brightspace to submit some assignments. Please make sure you check regularly to keep up with your course work and any online discussions. Also, please check your UFV student e-mail **regularly** for information from UFV or your instructor. Students should use their UFV e-mail address to contact the instructor. UFV uses strong filters, so messages from private e-mail addresses may not be received.

Note: Students need access to a computer outside of class and the ability to log into Brightspace (MyUFV and Myclass). Some basic computer skills are needed to write, save, and submit Word files for assignments as well as open, upload, and download files (docx, pdf, jpeg). Don't be shy if you need help in class.

For tech help outside of class, contact Information Technology: Phone: 604-864-4610, Toll-free: 1-888-504-7441, ext. 4610; Email: itservicedesk@ufv.ca IT help is in Room G131 on the Abbotsford campus

Participation, Attendance, & Due Dates

Students are expected to attend face-to-face classes and login to our course in Brightspace regularly, complete class assignments, and be fully prepared (i.e. homework completed) to actively participate in our face-to-face classes and online activities. Managing your time well before classes start, asking questions, submitting assignments when due, and reflecting on your learning will ensure learning success.

This course has a strong focus on critical reading, writing, and sharing ideas. It is expected that you read all the required texts thoroughly and on time. The readings may be challenging, so make time to read slowly, annotate carefully, and think about what you have read. Familiarity with the required texts is needed for classroom work, discussions, and other assignments. Also, writing needs lots of practice, so you should be prepared to write often. Every written assignment is important to your development as a student writer and must be completed adequately and on time. Writing assignments will include all parts of the writing process not just the final copy.

Class assignments and tests are expected to be submitted by the date and time specified. Make sure to communicate with your instructor well before a due date if you have questions about an assignment or are having difficulty. Late assignments may not be accepted if a student has not discussed the situation with the instructor prior to the due date and a plan of action discussed. If you are unable to attend a class, it is your responsibility to find out what you missed and do it on your own. A student who has been sick or must be absent should email the instructor to communicate the situation, so a plan of action can be discussed.

Extra Support, PASS Referrals & Accessibility Services

The *UFV Priority Access to Student Supports (PASS)* program connects students to the supports and resources that may help them to increase their chance of success such putting students in touch with an academic advisor, financial aid, a counsellor or another resource. If your instructor is concerned about your progress, he/she may refer you to PASS. The referral is treated confidentially and is sent because your instructor cares about your progress and success in this course. Your response to PASS is entirely voluntary. If you do not wish your instructor to make a referral to PASS on your behalf, please let them know by email. Visit ufv.ca/student-services/PASS for more information.

The Centre for Accessibility Services offers a variety of services and resources. Go to www.ufv.ca/accessibility/ or call 604-854-4528. *UFV Student Services* is another valuable source of student support for academic, shelter, safety, sleep nutrition, health, and more www.ufv.ca/student-services

Academic honesty – Avoid Plagiarism

UFV expects students to be academically honest. You must do your own work. You cannot use or copy answers or ideas from another source (including Chat-GPT or other AI) and take it as your own. Please be aware that plagiarism is considered a serious breach of student conduct, becoming part of an offending student's record for a minimum of two years. Please check with me if you're concerned that your written work may not adequately cite a source. Being irresponsible, dishonest, or helping others in academic misconduct will be dealt with seriously according to UFV policy.

Other University Policies

- All policies are available at www.ufv.ca/secretariat/policies/

I look forward to working with you this semester! If you have questions, please talk to me.

Helen