



**HERITAGE COLLEGE
POLICY #36**

**CONCERNING
THE PROMOTION OF THE ENGLISH LANGUAGE**

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ADMINISTRATORS: Director General/Academic Dean

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Preamble¹

Heritage College is the only post-secondary, English-language institution in Western Quebec and thus has a responsibility to enhance students' ability to use English effectively. Furthermore, this responsibility extends to the proficiency of the English language in the workplace.

ARTICLE 1

Purpose

The present policy sets out the intentions and general objectives of the College with regard to its educational mission to promote the proficiency of the English language in the classroom and in the workplace.

ARTICLE 2

Application

The present policy² applies to the evaluation of written and oral English usage in all courses leading to a diploma (D.E.C.) or an attestation (A.E.C.). Furthermore, this policy also applies to formal written communication in English exchanged within the College or with outside entities.

ARTICLE 3

Provisions

3.1 General Objectives

The present policy aims to encourage:

- teachers to promote the use of proper English;
- students to employ the use of proper English in all areas of study;
- College personnel to employ the use of proper English when it is used in official communications.

3.2 Promotion of English in Academic Activities

¹ See the Glossary for explanations of frequently-used terms.

² It serves to further elaborate Article 3.4.2 of Policy 5 Concerning the Evaluation of Student Achievement.

As an English-language educational institution, the College believes strongly in enhancing students' ability to use English well in all areas of study.

3.3 Promotion of English in Official Communications

The English identity and educational character of the institution make it incumbent on the College to ensure that its formal and public written communication in English is of the highest quality.

ARTICLE 4

Roles and Responsibilities

4.1 Board

The Board approves the present policy and any revisions thereto.

4.2 Director General

The Director General determines the parameters of the present policy and is responsible for its implementation, ensuring that administrators and staff are aware of this policy and that there are adequate resources to support it.

4.3 Academic Dean

The Academic Dean is responsible for ensuring that proper English-language education is offered to students and for disseminating the present policy to faculty and students.

4.4 Academic Senate

The Academic Senate recommends approval of the present policy to the Board of Governors.

4.5 Academic Departments and Continuing Education

Academic departments and Continuing Education are responsible for promoting the use of proper English in all course work leading to a DEC or an AEC. Specifically, this

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entails ensuring that all academic work conforms to a recognized standard style manual³ and specifying, among other things, that:

- assignments are to be written in full sentences and in paragraph form, whenever appropriate;
- sentences are to be constructed properly;
- writing is to be properly punctuated;
- words are to be used accurately;
- words are to be spelled correctly.

4.6 Teachers

Although there are specific courses offered at Heritage College for which the acquisition of English language skills is a primary and articulated objective, there is also a responsibility to evaluate the quality of English usage in courses for which the acquisition of English language skills is not the primary objective.

In all cases, the teacher will provide marking criteria regarding written and oral English usage for the various types of student evaluations. These criteria must be defined and articulated to the students in a timely fashion⁴. A minimum of 5% up to a maximum of 30% of the total grade of an evaluation must be allotted to proper English usage.³

In all cases, the weight given to English usage must be equivalent from section to section of the same course.

In cases where an evaluation does not require the use of the English language, no grade need be assigned for the quality of English.

4.7 Students

Students are responsible for becoming familiar with the provisions of the present policy.

4.8 Director of Student Services

The Director of Student Services is responsible for ensuring the application of proper English in the delivery of all student services and activities.

4.9 Director of Human Resources

The Director of Human Resources is responsible for disseminating the present policy to the non-teaching personnel of the College, and for encouraging them to employ the use of proper English when it is used in official communications.

The Director of Human Resources is also responsible for ensuring that related professional development activities are available to all personnel.

4.10 All Other Services

Individuals in charge of a College service are responsible for promoting the use of proper English in formal written communications coming from that service. This includes all information that is distributed to registered students, faculty and staff.

ARTICLE 5 Revision

The present policy will be reviewed at least every five (5) years, and revised when deemed necessary.

In accordance with article 4.1.4 of *Heritage College Bylaw #4*, the present policy will be reviewed by Academic Senate prior to its submission to the Board.

³ See Heritage College Reference Document #P36.1 Bibliography of Recognized Style Manuals.

⁴ See Heritage College Reference Document #P36.2 "Evaluation Guideline".

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GLOSSARY

A.E.C.: the French acronym for an Attestation of College Studies.

the Board: the Board of Governors of Heritage College.

the College: Heritage College/Collège Heritage.

D.E.C.: the French acronym for a Diploma of College Studies.

proper

English: use of the English language which is consistent with the standards set out in the recognized style manuals listed in *Heritage College Reference Document #P36.1*.

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Related Document(s)

This document is to be used in conjunction with:

- *Heritage College Policy #5 relating to the Evaluation of Student Achievement.*⁵
- *Heritage College Reference Document #P36.1 Bibliography of Recognized Style Manuals.*⁶
- *Heritage College Reference Document #P36.2 Evaluation Guideline*⁷

⁵ Copies of this document are available from Academic Services.

⁶ Ibid.

⁷ Ibid.