COURSE SYLLABUS

COURSE TITLE: **Academic Communication Skills**

CLASS SECTION: **ELD 074-DX05**

TERM: Winter 2024

COURSE CREDITS: 4

DELIVERY METHOD(S): Online

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Crystal Nykilchuk

EMAIL: nykilchukc@camosun.ca

OFFICE: Zoom online

HOURS: by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Speakers of English as an additional language build on the oral/aural communication skills encountered within an academic/professional environment. Students develop their skills and strategies to participate in and lead discussions, take notes on academic lectures, and make formal presentations that incorporates research. Students become familiar with the sound system in English in order to improve their pronunciation and increase their comprehension of spoken English. Through focus on the English sound system, students learn self- correcting and self-monitoring strategies that will enable them to continue to improve comprehensibility beyond the classroom.

PREREQUISITE(S): one of: **COM** in ELD 056; **C** in ELD 064; **C+** in English 11

PRE or CO-REQUISITE(S): one of: C in ELD 062; C in ELD 072
EXCLUSION(S):

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

1. Demonstrate speaking and listening abilities appropriate to successful functioning in the classroom, workplace, and community:

   1. Use spoken English that is easy to understand.
   2. Use appropriate vocabulary and register in spoken English.
   3. Ask questions relevant to content.
   4. Use appropriate language and strategies in discussions.
   5. Demonstrate listening skills and understanding by taking notes during classroom presentations and lectures.
   6. Summarize information from classroom presentations and lectures.
   7. Prepare and present an organized oral presentation relevant to purpose and audience using appropriate audiovisual supports.

2. Demonstrate an understanding of the sound system of English:

   1. Use vowels, diphthongs, consonants and consonant clusters correctly.
   2. Use intonation, rhythm, word stress, speed, loudness, phrasing and pausing effectively
   3. Apply knowledge of the sound system to improve aural comprehension
   4. Use a dictionary to aid pronunciation.
   5. Use spelling rules in determining the pronunciation of words.

3. Understand and communicate effectively and confidently in the Canadian community and the post-secondary classroom:

   1. Demonstrate respect for learner colleagues, including those from differing cultural and linguistic backgrounds.
   2. Collaborate with others in group tasks and discussions.
   3. Ask appropriately for clarification from teachers, fellow students, and members of the community.
   4. Demonstrate the ability to communicate effectively with native speakers in the community.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

• *Contemporary Topics 3 - 21st Century Skills for Academic Success* by Beglar and Murray Fourth Edition with
essential online resources (Lansdowne Bookstore)
• Regular access to computer with video/audio capabilities
• Office 365 Pro Plus installed on computer, which includes 1 TB storage on One Drive;

   * FREE version for students available at: http://camosun.ca/services/its/other-services.html

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

* The course runs from Monday, January 8 to Thursday, April 11, 2024
  (6-7:50pm)
* 8 Hours/Week
* The following days are holidays, and the college will be closed: February 19, March 29, April 1
* Reading Break: February 20-23

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor. Please check D2L for updates.

WEEK or DATE RANGE	ACTIVITY or TOPIC	TEXTBOOK
Week 1, Jan 8-11	Course introduction	ORDER textbook
Week 2, Jan 15-18	Communication Studies: Slang and Language Change	Unit 1
Week 3, Jan 22-25	Child Psychology: The Genius Within	Unit 2
Week 4, Jan 29-Feb 1	Sociology: Online Communities	Unit 3
Week 5, Feb 5-8	Business: Core Business Skills Listening Test 1 Presentation 1	Unit 4
Week 6, Feb 12-15	Cognitive Psychology: Memory	Unit 5
Week 7, Feb 19-22	Anthropology/Biology: The Science of Love	Unit 6
Week 8, Feb 26-29	Technology: Artificial Intelligence: The Turning Point Presentation 2 Listening Test 2	Unit 7
Week 9, Mar 4-7	Political Science: Big Brother and the Surveillance Society	Unit 8
Week 10, Mar 11-14	Linguistics: Animal Communication Listening Test 3	Unit 9
Week 11, Mar 18-21	Economics: The Evolution of Money	Unit 10
Week 12, Mar 25-28	Biology: The Fountain of Youth	Unit 11
Week 13, Apr 2-4	Sociology: Marriage Presentation 3	Unit 12
Week 14, Apr 8-11	Final Listening TEST Discussions TEST	
Week 15, Apr 15-18	Final grades, consultation with instructor	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

Completion Requirements: Students <u>must</u> achieve an adequate level of competence (60%) in each of the Speaking and Listening sections <u>separately</u> to complete this course successfully.

Important Note:
- You must achieve an overall passing grade (60%) on **in-class** speaking assignments to pass the speaking section of the course. You must achieve an overall passing grade (60%) **on in-class** listening assignments to pass the listening section of the course.

DESCRIPTION	WEIGHTING
Listening	**50%**
Test 1	5%
Test 2	10%
Test 3	10%
Test 4	20%
Quizzes, short assignments, participation	5%
Speaking	**50%**
Presentation 1	10%
Presentation 2	10%
Presentation 3	15%
Discussion Test	10%
Quizzes, short assignments, participation	5%
TOTAL	**100%**

If you have a concern about a grade you have received for an evaluation, please see me as soon as possible. Refer to the Grade Review and Appeals policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

EAP courses use the Standard Grading System (GPA). ELD 074 uses the following grading system.

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

COURSE GUIDELINES & EXPECATIONS

Generative AI

This course will help you further develop your critical thinking and English language skills. In your marked assignments, you will demonstrate your developing fluency in English with your own work. You are not permitted to use generative artificial intelligence (Gen-AI) tools such as ChatGPT. Using Gen-AI will limit your ability to meet the course outcomes. If you have questions about the definition or use of Gen-AI, please ask your instructor.

Academic Integrity and Plagiarism

You must complete all your assignments in your own words. Work that you have copied from another source, including translation software or another person, is plagiarism. This is the theft of another person's ideas, writing, or work. Any quotations or references that come from another source must be cited.

Computer experience required for this course:

In this course, we make extensive use of Camosun's learning management system (D2L). The following is a list of skills that you should be comfortable with to be successful in this course:

- Using online video conferencing software to meet with your class and instructor (Zoom)
- Emails (communicating with your instructor about your progress)
- D2L (accessing assignments, uploading files, receiving and responding to feedback
- Internet/WWW (navigating the internet and understanding how it works)
- Word-processing (typing, cutting, copying and pasting)
- Working with files (opening, saving and "saving as")

SCHOOL OR DEPARTMENTAL INFORMATION

Additional resources and support will be available online, as listed below. Directly related to this course, you will be encouraged to make use of the English Help Center—accessed through the Writing Center —and the Library.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit http://camosun.ca/students/.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration

Support Service	Website
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities
The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

Academic Integrity
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy
Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.