

COURSE SYLLABUS



COURSE TITLE: **ELD 105 (Advanced Academic Communication Skills)**

CLASS SECTION: **D02**

TERM: **Winter 2024**

COURSE CREDITS: **3**

DELIVERY METHOD(S): **Online, synchronous**

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

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.

INSTRUCTORS' DETAILS

NAME: Sarah McCagherty, Cristina Petersen, Nick Travers

EMAIL: mccaghertys@camosun.ca, petersenc@camosun.ca, traversn@camosun.ca

OFFICE: [Interurban Campus](#): Sarah McCagherty (CBA 136); Nick Travers (CBA 141a)

[Lansdowne Campus](#): Cristina Petersen (Ewing 218)

HOURS: 5 hours/week: [Synchronous \(online\)](#): Mondays 6:00 – 7:50 p.m. (Zoom) & [Asynchronous \(offline independent work\)](#)

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

CALENDAR DESCRIPTION

This course provides English as an Additional Language students with the communication skills and strategies required for success in academic and professional contexts. Students will develop advanced academic listening and speaking skills and practice socially and culturally appropriate communication strategies required for success in post-secondary education. Students will develop effective language skills, intercultural awareness, and complex critical thinking through lectures, discussions, reflection, group projects, and presentations on familiar and researched topics.

PREREQUISITE(S):

One of:

C in English 12

C in ELD 062 and ELD 074

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 a Canadian academic or workplace setting:
 - a. Use effective oral and aural communication skills during both in-class discussions and group projects.
 - b. Demonstrate the effective use of critical thinking skills that will lead to greater comprehension of lectures and associated audio-visual supports.
 - c. Demonstrate understanding of lectures and presentations through note-taking, summarizing, and analyzing key content.
 - d. Prepare and deliver organized individual and collaborative presentations on both familiar and researched topics using appropriate audiovisual supports.
 - e. Demonstrate the ability to present a coherent argument and support it with relevant information.
2. Demonstrate socially and culturally appropriate communication strategies in the post-secondary classroom and wider community:
 - a. Apply listening and speaking strategies that will lead to improved collaboration with classmates of varied cultural and linguistic backgrounds and values.
 - b. Demonstrate the ability to communicate effectively with college faculty, staff, and native and non-native English speakers in the community through relevant interactive strategies, including using appropriate questions, register, and vocabulary.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

All materials will be provided through Open Access Resources inside your D2L course.

You do not need to purchase a textbook for this course.

A good pair of headphones (with microphone) is highly recommended.

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

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

WEEK	ACTIVITY or TOPIC	MINOR ASSIGNMENTS	MAJOR ASSIGNMENTS
Week 1	<ul style="list-style-type: none">● Introduction to course and D2L● Territorial acknowledgment● Personal and social identity● Email etiquette	<ul style="list-style-type: none">● Fill out background questionnaire● Complete Personal Identity Wheel● Record self-introduction video on Flip● Write email assignment	

WEEK	ACTIVITY or TOPIC	MINOR ASSIGNMENTS	MAJOR ASSIGNMENTS
Week 2	<ul style="list-style-type: none"> • Introduction to Assignment: Group Discussion Skills 1: Opinions, Interrupting & Clarifying • SMART goal setting • Cultural awareness to intercultural competence 	<ul style="list-style-type: none"> • Create SMART goal-setting plan • Do “Cultural Awareness” quiz • Record a Flip video about cultural awareness 	Group Discussion Skills #1 (Due week 4) <ul style="list-style-type: none"> • Watch/critique example videos • Do discussion • Complete observation form • Respond to observer forms • Do self-assessment
Week 3	<ul style="list-style-type: none"> • Time management • Paraphrasing and summarizing • Listening and note-taking 	<ul style="list-style-type: none"> • Do “Time Management” quiz • Complete “Urgent-Important Matrix” • Do “Listening & Note-taking” quiz • Do “Paraphrasing & Summarizing” quiz 	Continue working on Group Discussion Skills #1
Week 4	<ul style="list-style-type: none"> • Group Discussions 1 • Understanding assignment guidelines • Managing terminology, vocabulary learning strategies 	<ul style="list-style-type: none"> • Do “Understanding Assignments” quiz • Analyze an assignment from a course • Assignments Video task - Submit notes, summary, and answers • Do “Vocabulary” quiz • Answer questions about 3 vocabulary websites 	Finish Group Discussion Skills #1
Week 5	<ul style="list-style-type: none"> • Introduction to Assignment: Individual Presentation • Accent & intelligibility; clear speech & body language; suprasegmentals, tone & register • Cultural challenges in the classroom 	<ul style="list-style-type: none"> • Do “Accent & Intelligibility” quiz • Answer questions about pronunciation • Do pronunciation practice • Do “Cultural Challenges” quiz • Culture Video task - Submit notes, summary, and answers 	Individual Presentation (due week 7) <ul style="list-style-type: none"> • Submit topic • Complete outline • Do Zoom presentation • Submit reflection
Week 6	<ul style="list-style-type: none"> • Presentations & visual aids 	<ul style="list-style-type: none"> • Do “Presentations” quiz • Watch example presentation video and answer questions 	Continue working on Individual Presentation
Week 7 Family Day Feb 19	Reading Break		

WEEK	ACTIVITY or TOPIC	MINOR ASSIGNMENTS	MAJOR ASSIGNMENTS
Week 8	<ul style="list-style-type: none"> Individual presentations Note-taking and paraphrasing Introduction to Assignment: Group Discussion Skills #2 – Debating (managing conflict, negotiating, agreeing/disagreeing) Giving and Receiving Feedback Student-Instructor conferencing (mid-term) 	<ul style="list-style-type: none"> Write/record summary of classmate’s presentation Do “Giving & Receiving Feedback” quiz Record Flip video with reflection on learning so far Meet with instructor to discuss goals & progress 	<p>Present Individual Presentation</p> <p>Group Discussion Skills #2 – Due week 10:</p> <ul style="list-style-type: none"> Choose a topic; assign PROs & CONs Research 2-3 arguments Record debate Submit/review observer forms Submit self-assessment
Week 9	<ul style="list-style-type: none"> Group Discussion Skills: Managing conflict, negotiating (agreeing/disagreeing/debating) Visit from librarian 	<ul style="list-style-type: none"> Read article & write summary Complete worksheets Watch & critique videos 	Continue working on Group Discussion Skills #2
Week 10	<ul style="list-style-type: none"> Do Group Discussion #2 Note-taking while observing other groups 		Finish Group Discussion Skills #2
Week 11	<ul style="list-style-type: none"> Introduce Group Presentation Assignment Academic Integrity 	<ul style="list-style-type: none"> Do “Academic Integrity” quiz 	<p>Group Presentation – Due Week 14</p> <ul style="list-style-type: none"> Choose topic Submit outline Do presentation on Zoom Submit reflection
Week 12	<ul style="list-style-type: none"> Intercultural Competency & Group Work 	<ul style="list-style-type: none"> Do “Intercultural Groupwork” quiz Answer questions Complete short survey 	<ul style="list-style-type: none"> Continue working on Group Presentation
Week 13 Easter Monday April 1	<ul style="list-style-type: none"> Indigenization & Camosun 	<ul style="list-style-type: none"> Develop Territorial Acknowledgment Do a Flip recording to reflect on learning 	<ul style="list-style-type: none"> Continue working on Group Presentation
Week 14	<ul style="list-style-type: none"> Do Group Presentations 		Present Group Presentations
Week 15	<ul style="list-style-type: none"> Student-Instructor conferencing 	<ul style="list-style-type: none"> Meet with instructor to discuss goals & progress 	

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). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Major: Group Discussion Skills: 25%; Presentations: 25%	50%
Minor: Quizzes:20%; Short assignments, posts & recordings: 30%	50%
	TOTAL
	100%

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

COURSE GUIDELINES & EXPECTATIONS

Experience has shown us that your success in this course depends primarily on the effort you make. If you do all the assignments, attend all or most of the classes, and actively participate in class activities, it is very likely that you will do well in this course. Moreover, you will not only gain a lot of personal satisfaction and enjoyment from your accomplishment, but also develop much greater confidence in your ability to succeed in college or university in the future. This course is designed to have a large amount of student input from across a variety of disciplines and will require participation with your classmates to succeed. A respectful and inclusive atmosphere is of utmost importance. You will be expected to use the course strategies to manage any potential conflicts and apply these in your other courses at Camosun.

SCHOOL OR DEPARTMENTAL INFORMATION

1. To successfully fulfill the requirements of the course and receive a passing grade (60%), all assessments must be completed.
2. Attendance and participation online are vitally important for successful completion of this course. If you cannot attend an online class because of illness or for some other valid reason, please contact the teacher or have another student relay the message. Please do not plan on taking a vacation during the semester! Work missed because of a vacation cannot be made up. Also, due to the nature of the group discussions and group presentations, it is important you maintain contact and connection with your assigned team members. You will be supported in learning how to work effectively in groups, but you still must show up and be engaged to maximize the learning experience.
3. All assignments must be completed entirely by the student(s). Work that is copied or pasted in from another source (including AI and ChatGPT), done in whole or in part by another person, or fixed and edited by another person is plagiarism – the theft of another person’s ideas. Plagiarized work will result in a zero grade for the assignment. In extreme cases, plagiarism will result in a failing grade for the course and academic integrity infraction noted at the college.
4. As a courtesy to everyone in the class, all cell phones must be TURNED OFF while the class is in an online session. Please find a quiet room where you will be uninterrupted for the duration of the class.
5. Students may **not** use recording devices in the classroom without the prior permission of the instructor. However, the instructor’s permission is not required when the use of a recording device is sanctioned by the College’s Resource Centre for Students with Disabilities in order to accommodate a

student's disability and when the instructor has been provided with an instructor notification letter which specifies the use of a recording device. Recordings made in the classroom are for the student's personal use only, and distribution of recorded material is prohibited.

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
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.

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.