

COURSE SYLLABUS



COURSE TITLE: ELD 074 Academic Communication Skills

CLASS SECTION: DX03

TERM: Fall 2024

COURSE CREDITS: 4

DELIVERY METHOD(S): Online

COURSE DURATION: September 3 to December 5, 2024

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and WSÁNEĆ 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 in-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: Judith Hunt

EMAIL: huntj@camosun.ca

PHONE: 250-370-3469 (to leave a message)

OFFICE: Ewing 206, Lansdowne campus

HOURS: Office hours are by appointment on campus or on line.

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 incorporate 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): COM in [ELD 056](#) or COM in [ELD 064](#) or C+ in English 11

CO-REQUISITE(S): COM in ELD 062 or C in ELD 072

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

Textbook: *Contemporary Topics 3* (4th edition) by David Beglar and Neil Murray

Headphones with microphone for listening and speaking

Computer with camera

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. (See course schedule on D2L for more details.)

WEEK or DATE RANGE	ACTIVITY or TOPIC
1 – Sept. 3 - 5	Introductions, diagnostics, start CT3 1
2 – Sept. 9 - 12	Listening log 1, Surveys
3 – Sept. 16 - 19	L. Log 2, presenting survey information
4 – Sept. 23 - 26	L. log 3, Explanatory presentation introduction
5 – Oct. 1 - 3	L. log 4, presentation 1
6 – Oct. 7 - 10	L. log 5, Informational interviews introduction
7 – Oct. 15 - 17	L. log 6, using Ppt
8 – Oct. 21 - 24	L. log 7, Midterm listening/speaking tests
9 – Oct. 28 - 31	L. Log 8, research assignment
10 – Nov. 4 - 7	L. log 9, Information interview presentations
11 – Nov. 12 - 15	L. log 10
12 – Nov. 19 - 22	Listening log on research video
13 – Nov. 26 – 29	Finish CT3 textbook, work on research assignment
14 – Dec. 2 - 5	Research presentations, final tests

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
Presentations	20%
Listening and notetaking tests	25%
Recordings and speaking tests	20%
Tests on the English sound system and pronunciation	10%
In- and out-of-class assignments, participation	25%
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>

COURSE GUIDELINES & EXPECTATIONS

Students in ELD 074 must pass both the speaking and listening sections of the course in order to pass ELD 074. A pass mark in each skill area is 60%. All assignments must be completed to pass.

STUDENT RESPONSIBILITIES

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.

SCHOOL OR DEPARTMENTAL INFORMATION

This course is housed in the English Language Development (ELD) Department, in the School of Access.

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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.

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.