

COURSE SYLLABUS



COURSE TITLE: ELD 074 Academic Communication Skills

CLASS SECTION: DX03

TERM: Winter 2025 (January 6 – April 12)

COURSE CREDITS: Four (4) credits

DELIVERY METHOD(S): Online (D2L & Zoom), synchronous

CLASS TIMES: Mondays, Tuesdays, Wednesdays & Thursdays, 6:00 -7:50 pm

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](#).

Classes run from Monday, January 6th Thursday, April 10th

Camosun College will be closed for the following public holidays:

Monday, February 17^h Victoria Day

Note: Camosun College requires mandatory attendance for the first class 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 will be offered to the next waitlisted student.

Course hours per week: TEN (10) hours: EIGHT (8) hours of direct instruction (synchronous teaching) and TWO (2) hours of independent learning. Your instructor will assign **two** hours of independent learning (asynchronous hours) each week. You must do the assigned tasks within each week. You can do this work when convenient, but you must complete the assigned work according to your instructor's instructions.

Homework: Please expect to spend an additional TEN (10) hours preparing, studying, and doing assignments.

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: Sandra Christensen

EMAIL: christensens@camosun.ca

OFFICE: Zoom (online video chat)

HOURS: Email to coordinate a convenient time

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

Textbook – *Contemporary Topics: 21st Century Skills for Academic Success 3, 4/e*
by Beglar & Murray (Pearson), including Essential Online Resources (MyEnglishLab)

Regular access to a computer with video/audio capabilities to complete homework assignments
Office 365 Pro Plus installed, which includes 1 TB storage on One Drive; free version for students:
<http://camosun.ca/services/its/other-services.html>

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 or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1	Communication Studies: Slang & language change	Unit 1
Week 2	Child Psychology: The genius within	Unit 2
Week 3	Sociology: Online communities	Unit 3
Week 4	Business: Core business skills	Unit 4
Week 5	Cognitive Psychology: Memory	Unit 5
Week 6	Review & additional practice activities	n/a
Week 7	Reading Week: complete late or missing assignments.	n/a
Week 8	Anthropology & Biology: The science of love	Unit 6
Week 9	Technology: AI, the turning point	Unit 7
Week 10	Political Science: Big Brother & the surveillance society	Unit 8
Week 11	Linguistics: Animal communication	Unit 9
Week 12	Economics: The evolution of money	Unit 10
Week 13	Review & additional practice activities	Review
Week 14	Make-up tests, instructor meetings, & final grades	n/a

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

Students learn best by being actively engaged in the course. They participate not only by attending class but

also by being actively involved with the instructor and other students in the course. This creates a supportive environment that encourages individual learning and enables each student to offer contributions and benefit from the experience and opinions of others.

Assignments & Assessment: All assignments must be completed to fulfill the requirements of this course. Except in cases of verified illness or other legitimate reasons, you must be present in (online) class for ALL unit review tests and presentations. If you have a valid reason that makes it impossible to attend class, you must speak to the instructor **before class.**

Attendance: If you attend regularly and work consistently on your English, you will make progress. A minimum of **80% attendance** is required to follow course content, understand and prepare assignments, and benefit from the course. **If you are sick or have another valid reason for an absence, please telephone, email, or relay a message through a friend or classmate.** As a general rule, do not plan to travel during the course or before the end of the course.

Project and group work (independent learning): You will be required to work with a study partner throughout the term and with a small group to complete at least one project. It will be up to you to organize and meet up at a time outside of scheduled class time.

Length of time in 074: Students obviously progress at different speeds, depending on how well they speak and listen when they enter the course, how hard they are willing or able to study, and other influences, such as how much English they speak outside of class, length of time in Canada, etc. As a result, to reach the learning outcomes, some students may need more than one term in ELD 074.

Completion Requirements: Students must achieve an adequate level of competence (60%) in each of the Speaking and Listening sections separately to complete this course successfully. 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. **NOTE:** A passing grade in **both ELD 072 and ELD 074 are required** in order to register in ELD 092 and ELD 094 together.

DESCRIPTION	WEIGHTING
LISTENING: Unit Proficiency Tests (10)	40%
SPEAKING: Unit Presentations – individual & group (9)	50%
Attendance, Class Participation & Teamwork	10%
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>

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 & EXPECTATIONS

Time Commitment:

On average, it will take 20-30 hours per week to complete all the coursework, including class time, independent learning, studying, testing, assignments, and meetings with support staff (e.g., Writing Center).

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 participate in online classes (audio & video)
- 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")

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.

SCHOOL OR DEPARTMENTAL INFORMATION

Additional resources and support will be available online and posted on the D2L Course Home page. Directly related to this course, you will be encouraged to make use of the English Help Center at the Lansdowne campus—accessed through the Writing Center link—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
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.