COURSE SYLLABUS

COURSE TITLE: ELD 097   **Professional and Academic English**

CLASS SECTION: X01

TERM: Fall 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Face-to-Face

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.

INSTRUCTOR DETAILS

NAME: Trish Hannigan

EMAIL: Hanniganp@camosun.ca

OFFICE: Ewing 222

OFFICE HOURS: 12:30 – 2:00, Monday - Thursday or by appointment

CLASS HOURS:

Monday	Young Building, Room 209		Lecture
Tuesday	Young Building, Room 209		Lecture
Wednesday	Ewing Building, Room 110	8:30 – 12:20	Lab
Thursday	Young Building, Room 209		Lecture

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 learn and apply the critical thinking, reading, and writing skills needed to be successful in technical, professional, and academic settings. Students develop skills to prepare, compose, and evaluate a variety of communication forms including an essay, summaries, and a research-based report and presentation. Students learn to interpret and integrate information through a variety of texts and develop informational literacy.

> PREREQUISITE(S): C in ELD 072
> CO-REQUISITE(S): C in ELD 074
> EXCLUSION(S):

At the successful completion of this course, students will be able to do the following:

1. Write paragraphs, essays, summaries, and reports that demonstrate knowledge, understanding, and appreciation of professional and academic English rhetoric and how it is used by:
   - Writing using a process approach that includes prewriting and planning techniques, revising, and editing for language accuracy
   - Preparing and presenting a variety of appropriate technical, professional, and academic communications and documentation
   - Writing short business reports based on case studies that employ basic practical technical and professional communication principles
   - Writing a research report focusing on authentic, local issues while using a variety of research methods to collect data
   - Citing and documenting sources using a standard citation style
   - Analyzing the informational needs and backgrounds of various audiences and constructing written assignments appropriate to the intended audience and purpose
   - Using stylistically appropriate advanced level grammatical structures (reduced clauses, passive forms, conditional forms, noun phrases, etc.) with a variety of simple, compound, and complex sentence structures
   - Using a variety of vocabulary and phrasing consistently appropriate to the formality level, subject area, topic, and task
   - Identifying writing errors using a peer/self-editing process
   - Evaluating written work for coherence, organization and accurate language choice and usage
   - written work for coherence, organization and accurate language choice and usage

2. Comprehend and critically analyze reading texts at advanced English levels by:

   - Analyzing texts independently to discern implied and explicitly stated major points
   - Identifying and analyzing supporting details (reasons, examples, facts, or other evidence) to explain a main idea
   - Taking effective study notes from readings that show recognition of main and supporting ideas and of important specific information.
   - Interpreting relationships and making inferences by analyzing discourse patterns of organization in a variety of texts, including graphs and tables
   - Identifying author's purpose and tone
   - Evaluating arguments for relevance, strength of reasoning, and support
   - Separating fact from opinion by distinguishing between evidence and beliefs, judgements, or conclusions
   - Selecting relevant and reliable materials and information for research from a variety of sources
   - Using context, title, headings, and format to predict and determine information about a text
   - Demonstrating an ability to adjust reading rate and reading strategies depending on the reading task or purpose

- Summarising longer texts and paraphrasing parts of texts

3. Understand and function within Canadian business culture and academic settings

   by:

- Explaining the value and limitations of collaborative work
- Applying appropriate conventions to professional and academic communicative situations
- Responding critically and in-depth to classmates during spoken and written discussions by drawing upon personal and professional experiences
- Giving a clear and well-organized research-based presentation and responding appropriately to feedback
- Collaborating and consulting effectively with others in completing communications tasks

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Writing Materials: writing materials included on ELD 097 D2L or as class handouts

Reading Text: *Ten Steps to Mastering College Reading Skills* (2018) by John Langan

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	Introduce Yourself and Introduction to Reading Writing: Introductory Essay and Nexus Article Reading: Chapter 1	Chapter 1 and Chapter Mastery Test (Townsend)
Week 2	Writing: Introductory Essay, Nexus Article, Emails Reading Chapter 2 and 3	Chapter 2 Mastery Test (Townsend)
Week 3	Writing: Email Request, Summaries Reading: Chapter 4 and 5	Chapter 4 and 5 Mastery Test (Townsend)
Week 4	Writing: Summary, Short Reports Reading: Reading Chapter 6	Midterm Test: 15%
Week 5	Writing: Persuasive Essay Reading: Chapter 7 and 8	Chapter 6-8 and Chapter Mastery Test (Townsend)
Week 6	Writing: Recommendation Report Proposal Reading: Chapter 9 and 10	Chapter 9 and 10 Mastery Test (Townsend)
Week 7	Writing: Recommendation Report Writing Assignment Final Reading: Final Test	Final Reading Test

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

Completion Requirements: Students <u>must</u> achieve an adequate level of competence **(60%) in both writing and reading** <u>separately</u> to complete this course successfully, and they must complete all assignments.

Important Note:

- **You must achieve an overall passing grade (60%) on in-class** writing assignments to pass the writing section of the course. You must achieve an overall passing grade (60%) **on in-class** reading assignments to pass the reading section of the course.

• DESCRIPTION	WEIGHTING
Writing Unit 1: Introductory Essay and "Nexus" column	7.5%
Writing Unit 2: Email request and Summary	12.5%
Writing Unit 3: Short report and Persuasive Essay	20%
Writing Unit 4: Research Recommendation Report	20%
Reading Chapter Quizzes 1-10	10%
Reading Midterm and Final	30%
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 policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf TOTAL	100%

EAP courses use the Standard Grading System (GPA). ELD 097 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

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

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.