



ELD 074-001/001IE
Course Outline
Spring, 2012

Instructor: Elizabeth West

Office: Ewing 210

Phone: 370-3691

E-mail: west@camosun.bc.ca

Office Hours: Mon. and Thurs. 10:30-11:20, Tues. 10:30 – 11:20 or by appointment

Course Duration: May 7 – August 9

Class Hours and Location: Monday 11:30 – 12:50 E346

Wednesday 11:30-1:20 E346

Thursday 11:30-12:50 Ewing 200

Credit Value: 3

Prerequisite: ELD 050 or ELD 064 or assessment

Pre/Co-Requisite: ELD 062 or assessment

Required Text: *Lecture Ready 2* by P. Sarosy and K. Sherak. Oxford Univ. Press, 2006

Other Required Materials:

- Headset with standard jack (not USB)- Cosonic 790Mv (in Camosun bookstore)
- Three-ring binder with lined loose-leaf paper (8½" x 11")
- USB Flash drive for saving course work and presentations
- Folder for Listening Logs
- Students may also need supplies for making visual aids, such as poster paper, markers, etc.

Important Note about this Course Outline:

On the following pages, the course is explained in detail. Assignments, marking, and the method of determining final grades are covered. If you do not understand any part of this outline, or if you have any questions, **please ask the instructor** for clarification. The instructor will abide by the course outline and students are expected to read and understand its contents.

Course Description:

This course is designed to prepare non-native English speakers for oral communication tasks encountered within an academic or professional environment. Students will

improve their ability to participate in discussions, make presentations, comprehend and take notes on academic lectures, and speak clearly.

Successful completion of ELD 074 prepares students to deal with the demands of college-level courses in all disciplines. By interacting with the class instructor, guest speakers, other students, and non-native speakers in the community, students develop the confidence and ability to participate fully in academic and professional environments.

Learning Outcomes:

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

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

2. Understand and communicate effectively in the Canadian community and the post-secondary classroom.

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

Assignments:

Some assignments will be done wholly or in part in class, with assistance from the instructor. You will also be expected to do other assignments at home. It is your responsibility to complete all assignments and hand them in on time. If for some valid reason you have difficulty meeting a deadline, you must discuss this with your instructor before the due date. Failure to do this will result in a lower grade.

Classroom and Independent 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 learning and enables each student to contribute and benefit from the experience and opinions of others. However, students also need to be able to work independently. Therefore, in addition to in-class work with the instructor and homework, students will also work independently of the instructor at times, in small groups or individually, to prepare or carry out specific activities. Instructors schedule independent learning sessions during class hours, and participation in these sessions will form part of the final grade in the course.

Attendance:

If you attend regularly and work consistently at 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 or email. Failure to inform the instructor of your absence may result in being denied a mark for work missed during the absence. Students unable to produce a medical certificate or other valid documentation to explain their absence from class may be denied make-up tests or assignments. Please see the ELD Department's Academic Progress and Attendance Requirements attached to this course outline.

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. Therefore, in order to reach the learning outcomes, some students may need more than one term in ELD 074.

Evaluation / Grading:

Your mark will be based on a variety of formal and informal listening and speaking assignments given over the course of the semester.

***All assignments must be completed to fulfill the requirements of this course.**

Listening

- Listening logs 10 marks
- Note-taking assignments 20 marks
- Listening comprehension tests 20 marks

50 marks

Speaking

- Short presentations (2) 10 marks
- Speaking assignments outside class 15 marks
- Speaking tests 15 marks
- Final Presentation 10 marks

50 marks

Calculation of Grades:

In this course, your final grades will be based on the assignments above. Students **must** achieve 60% in speaking and listening **separately** in order to pass this course.

Except in cases of verified illness or other legitimate reasons, all assignments must be submitted on the due dates, **at the beginning of the class** in which they are due. If you have a valid reason that makes it impossible for you to hand in an assignment on time, you must speak to the instructor before the due date. All assignments must be completed entirely by the student. **Plagiarized work will result in a zero grade for the assignment.**

Electronics:

No electronic devices (electronic dictionaries, cell phones, music players, etc.) can be used during tests. This policy also applies to other in-class assignments at the discretion of the instructor. Students may not use recording devices in the classroom without the prior permission of the instructor or if sanctioned by the college's Resource Centre for Students with Disabilities in order to accommodate a student's disability when the instructor has been provided with an instructor notification letter which specifies the use of a recording device.

Evaluation / Grading:

| Percentage | Grade | Description | Grade Point Equivalenc |
|------------|-------|--|------------------------|
| 90-100 | A+ | Superior level of achievement | 9 |
| 85-89 | A | | 8 |
| 80-84 | A- | | 7 |
| 77-79 | B+ | High level of achievement | 6 |
| 73-76 | B | | 5 |
| 70-72 | B- | | 4 |
| 65-69 | C+ | Satisfactory level of achievement | 3 |
| 60-64 | C | Sufficient level of achievement to proceed to next level of study | 2 |
| 50-59 | D | Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as prerequisite | 1 |
| 0-49 | F | Minimum level has not been achieved | 0 |
| | I | Work is not complete, but instructor has granted an extension. Mark will become an "F" unless the work is completed within six weeks | |



ELD Department Academic Progress and Attendance Requirements Advanced and Provincial Levels¹

Progress

In most cases, the ELD department expects students to be able to complete a level (Advanced or Provincial) in one four-month semester (hours shown are per week).

Advanced

- 072 (10 hours)
- 074 (5 hours)

Provincial

- 092 (5 hours)
- 094 (5 hours)

Students are responsible for

- attending classes regularly (see “Attendance” below)
- speaking English in class
- doing assigned homework and in-class work
- participating in class activities

Instructors are committed to providing quality education in a learning-centered manner. They will monitor course prerequisites and student progress and endeavor to place students in courses where they can succeed. When progress is unsatisfactory, appropriate interventions will occur.

Satisfactory progress requires that a student maintain a Grade Point Average of 2.0 (C) on the four most recent courses. A student whose performance is unsatisfactory will be placed on academic probation for the next session attended². A student in this situation must consult with an Academic Advisor. A student who is on academic probation and who fails to obtain a sessional GPA of at least 2.0 (C) will be required to withdraw from

¹ See the Camosun College Academic Progress Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>

² Spring and Summer are considered as one session.

the School for one year. The student will be also placed on academic probation for the next session attended.

A student who is required to withdraw a second time will be refused registration for credit courses in the School of Access for two years. The student will be placed on academic probation for the next session attended. A student will be denied registration in any School of Access credit course for at least one year after twice receiving an F grade in that course. A student who is on academic probation may appeal this decision to the Dean.

Attendance

It is each student's responsibility to attend the first class meeting of each course. If a student does not attend the first class and does not contact the instructor, an ELDD instructional assistant, or an international education advisor within two working days following the first class with a satisfactory explanation, admittance to the course may be denied.

If a student does not attend classes and does not officially withdraw (via Camlink or Student Services) prior to fee deadlines, he or she will be required to pay all outstanding fees, will receive no further service until the fees are paid and may receive an "F"/"IP" grade.

During the term, if a student misses one week of class(es) without official documentation, s/he will first meet with the instructor to resolve the problem. If no resolution can be made, then the student will meet with the Chair of the department who may recommend the following:

- attend Help Centre
- counseling
- program changes
- withdrawal
- discussion with an academic or an International Student Advisor (where appropriate)

At the end of term, if a student has missed 50% of class after having received departmental support, a letter will be sent to the student's local and permanent address regarding his or her absence in the course. A student with an attendance problem may not be allowed to register for the following term.

Students in any level who are receiving funding for their courses are expected to attend classes regularly. If the student is unable to attend classes, s/he is expected to contact his/her instructor(s) or an ELDD instructional assistant. Official documentation to justify absences (e.g. doctor's note) is expected.