



Course Outline for ELD 074 – Section 002 (Spring / Summer 2013)

ACADEMIC COMMUNICATION SKILLS

Instructor: Bruce McCormack

Telephone: 250-370-3454

E-mail: mccormac@camosun.bc.ca (Place it in your address book, please.)

D2L (Desire to Learn) site: <http://online.camosun.ca>

Course Time & Location(s):

Monday – 11:30 to 12:50 in Paul 107

Wednesdays – 11:30 to 1:20 in Paul 107

Thursdays (Lab) – 11:30 to 12:50 in Ewing 200

The Course starts on Monday, May 6 and ends on Thursday, August 8.

Office & Office Hours: In Ewing 210 as follows:

Monday – 1:00 to 1:30

Tuesday – 8:00 to 8:30 a.m. and 1:00 to 2:00 p.m.

Thursday – 1:00 to 2:00 p.m.

Credit Value: 2

In-class Workload: (4 lecture hours and 1 lab hour per week)

Suggested Out-of-class Workload: 5 hours per week (1 hour out of class for every hour in class)

Prerequisite: ELD 050, or ELD 056, or ELD 064; **or** assessment

Pre or Co-requisite: ELD 062, or assessment

Required Texts:

Lecture Ready 2 (Second Edition) – Strategies for Academic Listening, Note-taking, and Discussion – Sarosy and Sherak (In the Bookstore – Fisher Building)

Materials: Stereo Headset & microphone (\$26.95 in the Bookstore – Fisher Building) The headset for sale in the Bookstore works well in our Labs. It is a jack headset – using 3.5 mm gold-plated plugs. There are two different types of packages for sale in the bookstore, but they're both the same.

(If you already have a headset, please check that it is not USB as USB headsets have problems with Can8).

A three ring binder with index tabs and lined, loose-leaf paper.

Students may also need materials for making visual aids for presentations

Course Description:

This course is designed to prepare non-native English speakers for oral communication tasks encountered within an academic/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. Students not only improve their academic speaking, listening, and note-taking abilities but also learn the cultural and behavioural expectations of the Canadian post-secondary classroom and work environment. By interacting with the class instructor, guest instructors, and other students, students develop the confidence and ability to participate fully in academic and professional environments.

Important Note: A passing grade in **both ELD 072 and ELD 074** is required in order to register in ELD 092 and ELD 094 together. Students who pass ELD 072 but NOT ELD 074 may register in ELD 092, but must pass ELD 074 before taking ELD 094.

Learning Outcomes:

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

1. Demonstrate speaking and listening abilities appropriate to successful functioning in the classroom, workplace, and community:
 - a. Use spoken English that is easy to understand.
 - b. Use appropriate vocabulary and register in spoken English.
 - c. Ask questions relevant to content.
 - d. Use appropriate language and strategies in discussions.
 - e. Demonstrate listening skills and understanding by taking notes during classroom presentations and lectures.
 - f. Summarize information from classroom presentations and lectures.
 - g. 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:
 - a. Demonstrate respect for learner colleagues, including those from differing cultural and linguistic backgrounds.
 - b. Collaborate with others in group tasks and discussions.
 - c. Ask appropriately for clarification from teachers, fellow students, and members of the community.
 - d. Demonstrate the ability to communicate effectively with native speakers in the community.



Course Structure:

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. To be successful in college level work, students also need to be able to work independently. Therefore, in addition to in-class work with the instructor and homework completed outside of class, 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.

Evaluation: Your mark will be based on both formal and informal listening and speaking assignments and tasks that will be given over the course of the semester. More details on assignments and due dates will be handed out as the term progresses and guest speakers are arranged.

LISTENING:

Marks:

Note-taking and summarizing exercises	20	
Listening Comprehension Tests		
Midterm Listening Comprehension		10
Final Listening Comprehension	10	
Independent Learning Assignments (Listening)		10
SPEAKING:		
Presentations:		
2 short presentations – 5 marks each	10	
Final Presentation		15
Interview Task and Discussions:		
Independent Learning Assignments (Speaking)		15
		<u>10</u>
	Total:	100

Attendance: 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.



Assignments: Except in cases of verified illness or other legitimate reasons, all homework and assignments must be done when due. If for some valid reason you have difficulty meeting a deadline, you must inform the instructor **before the due date** by telephone or e-mail. 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 to explain their absence from class may be denied make-up tests or assignments.

Plagiarism: All assignments must be completed entirely by the student(s). Work that is copied from another source, 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 or cheating of any kind will result in a zero grade for the assignment.** In extreme cases, plagiarism will result in a failing grade for the course.

Evaluation / Grading:

<i>Grade</i>	<i>Percentage</i>	<i>Description</i>
A+	90 - 100%	Superior level of achievement
A	85 - 89%	
A-	80 - 84%	
B+	77 - 79%	High level of achievement
B	73 - 76%	
B-	70 - 72%	
C+	65 - 69%	Satisfactory level of achievement
C	60 - 64%	Sufficient level of achievement to proceed to the next level of study
D	50 - 59%	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.
F	0-49	Student did not complete course work required but did not formally withdraw or achieved a percentage of 49% or below.
I		Work is not complete, but instructor has granted an extension. Mark will become an "F" unless the work is completed within six weeks.

Letter grades will be on Camlink by Friday, August 13.



Academic Progress Policy: The ELD Department has an Academic Progress and Attendance Policy designed to help our students to succeed. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section (see below). It has also been reproduced on the final two pages of this course outline.

Academic Progress Requirements (<P:\College and Academic Prep\Academic Progress\Advanced ELDD Attendance and Progress Requirements 2010W.docx>)

**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

¹ See the Camosun College Academic Progress Policy at <http://www.camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>



- 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 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 the Help Centre and work with the Instructional Assistants
- counseling
- program changes

² Spring and Summer are considered as one session.



- 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.