



## Course Outline ELD 074-006 Academic Communication Skills Fall 2013

---

### Instructor and Contact Information

Instructor: Debra Lewis

Office: CBA 127

Phone: 250-370-4947

E-mail: lewisd@camosun.bc.ca

Course duration: September 9-December 13, 2013

### Office Hours

Monday & Wednesday 3.00-4.00

Tuesday & Thursday 11.45-12.15

Or by appointment

### Class Hours

Five hours a week. Four hours a week are in the classroom with the teacher, and one hour week is Independent Learning (IL). During Independent Learning, students work on tasks to help them improve their listening and speaking skills. During that hour, the teacher will be available.

### Course location and Times

Tuesday 3.00-5.20 CBA 126

Thursday 3.00-3.50 CBA 126

4.00-5.20 CBA 144

No class on Monday, October 14 (Thanksgiving), Monday, November 11 (Remembrance Day)

## Credits and Pre-requisites

The course is worth two credits. The pre-requisite is ELD 064 or assessment

## Required Text

Sarosy, Peg and Kathy Sherak. *Lecture Ready 2, 2<sup>nd</sup> Edition*. Toronto: Oxford University Press, 2013.

## Required Materials

- Three ring binder with lined loose leaf paper.
- Supplies for making visuals aids, such as overhead transparencies, poster paper, markers, etc.
- Headset with microphone for the Speaking Lab

Here are the specifications for the headset and microphone:

\* Both MUST HAVE a 3.5 mm (1/8") stereo mini-plugs (USB headsets have problems with Can8)

\* It needs to have a long enough cord: 2 meters of cord is best to reach the computer comfortably.

\* If you purchase the really cheap ones, you may find the recordings are bad. The cheap headsets aren't very sturdy, tend to fit badly and break easily. The microphone and cords take a lot of abuse plugging and unplugging, cords get tangled etc.

\* If you purchase expensive headsets (with noise canceling circuitry) they'll have problems with low levels. Remember, our computers are set for cheaper ones.

\* "Boom" microphone-type headsets work best. They're designed to be used close to the mouth. Other types (clip-on etc.) tend to pick up a lot of room noise.

## 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/professional environment. Students will improve their ability to

participate in discussions, make presentations, comprehend and take notes on academic lectures, explore career options and speak clearly.

## 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 and Tests

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. On time means at the *beginning* of the class in which it's due. If I have already collected the assignments, and you come in late, your assignment counts as a day late. If for some valid reason you have difficulty meeting a deadline, you must discuss this with your instructor before the due date. If you miss a test or presentation because you are sick, you must bring a doctor's note or a note from your homestay parent.

Late assignments lose 10% per school day. If you are not ready on the day of a presentation, you automatically lose 30%, for two reasons: (1) in the business world, you present when you say you will, and (2) a shift in day means I have to adjust my lesson plans, and inconveniencing your supervisor in the worlds of school or business creates a negative impact on the business and on your annual review.

Only assignments worth more than 5% can get marked late. If you miss an in-class assignment or quiz or homework mark that's worth 5% or less, it cannot be marked late. An example would be missing a 5-point quiz. If you choose to do the missed assignment or quiz, I will give you feedback on it, but no mark.

## **Plagiarism**

All assignments must be completed entirely by the student. Work that is copied from another source or done in whole or in part by another person is plagiarism – the theft of another person's ideas, writing, or work. **Plagiarized work will result in a zero grade for the entire course.** A letter will also be put on your academic file.

## **Cheating**

Cheating on a test results in a zero on the course and a letter to Registration for your file. An example of cheating is using a dictionary during a test when it is prohibited, as well as the more obvious examples of copying someone's test sheet or checking your notes. Another example is writing down ideas or expressions before saying them on a speaking test – this wouldn't happen in a conversation, so it can't happen on a speaking test. Cheating also includes talking to your classmate during a test; if you have a question or need something, you must ask me. If I hear your voice during a test, I have to assume you're cheating.

If you allow someone to copy from you during a test, you are also cheating, and will also suffer the full penalty for your cheating, which could include a permanent letter on your student record.

## **Independent Study**

Homework study is very important. You should set aside a minimum of an hour per day for your 074 homework. By establishing a study routine, you will become an independent learner.

## **Attendance**

Attendance is very important. If you attend regularly and work consistently at your English, you will make progress. Regular attendance (at least 80%) will be necessary to complete the course satisfactorily.

If you know that you will miss some classes during the course due to family or health reasons, please inform the instructor of your absence at the beginning of the course. As a general rule, **do not plan to travel during the course.**

Students should inform the instructor **before class** by telephone or e-mail if they must miss a class. 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.

Students must find a **study-buddy** in class, and get missed notes, assignments, and announcements from him or her. Sometimes test dates can change due to snow days, sicknesses, or other reasons; you are responsible for getting such announcements from your study buddy.

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

According to the Academic Progress Policy in the Camosun Calendar, “students are ultimately responsible for their learning and progress and are expected to seek help in a timely manner when they are unable to meet the course requirements.” This means that if you fail or do poorly on one or more assignments, or you are failing the course, it is your responsibility to approach the instructor to ask for extra help.

## Completion Requirements

- Students must receive a passing grade of C (60%) in order to pass the course.
- Students must also receive a passing grade of 60% in **each** of the speaking and listening components. Thus, if a student gets 30/40 in speaking, but only 20/40 in listening, she or he must repeat the course, even if the final mark for everything in the class ends up being more than 60%. If the student has a D or F in one component, such as the listening component, that is the mark that is recorded on the transcript, even if the overall final mark is over 60%.
- NOTE: A passing grade in **both ELD 072 and ELD 074 are 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 they can register in ELD 094.

## Grading

<u>Grade</u>	<u>Percentage</u>	<u>Description</u>
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%	Minimum level is not achieved.
I		Work is not complete. Mark will become an "F" unless work is completed within six weeks

## Evaluation

Your mark will be based on a variety of formal and informal listening and speaking assignments and quizzes given over the course of the semester, as well as some marks for small assignments during the independent learning component.

### Listening

▪ Note taking and summarizing exercises	20 marks	
▪ Listening comprehension tests	20 marks	
		<u>40 marks</u>

### Speaking

▪ Speaking tests	25 marks	
▪ Presentations	15 marks	
		<u>40 marks</u>

### Independent Learning and Quizzes

▪ Quizzes and assignments in both the speaking and listening areas		
▪ Independent Learning		
▪ Listening Log		
		<u>20 marks</u>
	<b>TOTAL</b>	<u>100 marks</u>

## **Recording Devices**

- Students may not use recording devices in the classroom without the prior permission of the instructor. However, the instructor's permission is not required when the use of a recording device is sanctioned by the College's Resource Centre for Students with Disabilities in order to accommodate a student's disability and when the instructor has been provided with an instructor notification letter which specifies the use of a recording device. Recordings made in the classroom are for the student's personal use only, and distribution of recorded material is prohibited.

**I look forward to working with you. Please feel free to come and talk to me if you have any questions.**



## ELD Department

### Academic Progress and Attendance Requirements

#### Advanced and Provincial Levels<sup>1</sup>

##### 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

---

<sup>1</sup>See the Camosun College Academic Progress Policy at

<http://www.camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>



probation for the next session attended<sup>2</sup>. 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 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.

---

<sup>2</sup> Spring and Summer are considered as one session.

## Quiz on the Course Outline

True or False?

\_\_\_\_\_ 1. If at any point during the first three months of the term you are failing the course, the instructor has to inform you of that.

\_\_\_\_\_ 2. If you allow your friend to copy an answer off your test, you get a zero on the test.

\_\_\_\_\_ 3. If you get 35/40 on the speaking component, 15/20 on the quizzes component, and 22/40 on the listening component, you can pass ELD 074.

\_\_\_\_\_ 4. To redo a test you missed, the only thing you need to do is show a doctor's note.

\_\_\_\_\_ 5. If an assignment is due on a Wednesday, and you hand it in on a Friday, you lose 20%.

\_\_\_\_\_ 6. If you miss a quiz worth five marks because you were late, you can do it at the end of class.

\_\_\_\_\_ 7. If a test date gets moved, and you skip class on the updated test day, thereby missing the test, you can write it another day.

\_\_\_\_\_ 8. If you miss a class, you need to get the notes from the teacher.

\_\_\_\_\_ 9. You have a family emergency, and there's an assignment coming up soon. If you talk to the teacher before the assignment date, you have a chance of getting an extension.

\_\_\_\_\_ 10. During speaking tests, you can write your expressions or words down before you say them.

\_\_\_\_\_ 11. If you ask your friend to help you cheat on a test, you are being inconsiderate, selfish, and in fact the opposite of a friend, because you are asking that friend to risk failing the course and having a permanent letter on his/her record.

\_\_\_\_\_ 12. Missing your presentation day means you lose around one third of your mark because school emulates the work world, and missing a presentation in the work world would not be acceptable.

\_\_\_\_\_ 13. If you ask your neighbour for a pen during a quiz, because your pen stopped working, the instructor will give you zero on your quiz.