



Course Outline for ELD 074 03: Academic Communication Skills

Term

Summer 2014

Instructor and contact information

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Office Hours

Office hours are Tuesday and Thursday, 2:20 to 2:50 p.m. I am also available by appointment; if you want to meet, please email me using the above address, or via our class D2L site.

Course Location and Times

The class is Tuesday and Thursday, from 3:00 to 5:20 p.m. Usually we will be in room 116, in the Centre for Business Access (CBA), except for Thursdays after 5:20 p.m. when we will have a lab nearby (room to be announced). In the lab, you may be given an in-class assignment, or work on independent learning, depending on our schedule and progress. (Note: During independent learning, students will be set a task that relates to your personal goals and/or class assignments). The teacher will be available in the lab, and/or in her office down the hall (Rm 141b).

Credits and Pre-requisites

The course is worth two credits. The pre-requisite is ELD 050 or assessment.

Required Text

Sarosy, Peg and Kathy Sherak. Lecture Ready 2. Toronto: Oxford University Press, 2006

Paper Dictionary (optional)

Required Materials

- Three ring binder with lined loose leaf paper – this is important so you can add in handouts
- Flash drive– IBM compatible
- Headset 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 ([no USB headsets because they don't work 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.

* "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, and speak clearly.

Learning Outcomes (what you will be able to do by the end)

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. If you are absent when an assignment is due, and you hand it in the following class, your assignment counts as a day late. If for some valid reason you have difficulty meeting a deadline, you must discuss this with me before the due date; I am very open to renegotiating a deadline, with no loss of marks, if you have spoken to me *before* I collect the assignments.

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; otherwise, you cannot redo the test.

If you need to be home with a sick child, please email me, and we will arrange an extension for the assignment or test if necessary.

Late assignments lose 25% per school day. If you are not ready on the day of a presentation, you automatically lose 30%.

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.

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.

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 can result in a zero grade for the entire course.** A letter will also be put on your academic file.

Cheating

Cheating on a test or assignment results in a serious consequence, which could include a zero on the course and a letter to Registration for your file. An example would be 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 a new pen or something, you must ask me. If I hear your voice during a test, I have to assume you're cheating. **If you have a cell phone accessible to you during a test you will be given a mark of zero,** unless the instructions allow you to have one on the desk. Otherwise, they should be turned off and put away during class, especially during a test.

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

If you are in a difficult and painful situation because a friend has asked you to help him or her cheat, there are things you can do. Without necessarily saying the person's name, you can come to me and tell me about the problem, and I can change seating arrangements. You can also see a counselor for advice in how to tell your friend "no".

Other Student Conduct

Read this excerpt from the Camosun Student Conduct Policy:

Disruptive Conduct/Disorderly Conduct

This includes any conduct that interferes with the provision of College services or instruction or that interferes with any member of the College community.

Examples: Verbal outbursts, physical gestures, actions or interruptions which limit or interfere with the provision of College services or instructional activities; unwarranted and unreasonable disturbances during any Camosun College related activity.

This means that if you are interfering with my teaching and other students' learning in any way, I can take action such as asking you to leave the class.

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, etc. 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 may 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.

Marks and Evaluation

Keeping Track of Your Marks

It is your responsibility to keep every test, assignment, and quiz until the end of the term. That way, if a mark in my records contradicts a mark in your records, you have proof. You should also keep a record of your marks in the Tentative Itinerary, so that you always know how you're doing.

Distribution of Marks

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 – 40 marks

Speaking - 40 marks

Independent Learning and Quizzes – 20 marks

- Quizzes and assignments in both the speaking and listening areas
- Comprehension quizzes and homework checks



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

Thank You and Best of Luck!

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>