



Course Outline for ELD 074 – Section 001 (Fall / 2014)

ACADEMIC COMMUNICATION SKILLS

Instructor: Bruce McCormack

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Course Time & Location(s):

Tuesday – 11:00 to 1:20 in Ewing 110

Thursday – 10:30 to 12:50 in Young 220

The Course starts on Tuesday, September 2 and ends on Thursday, December 4.

Office Hours: In Ewing 210 as follows:

Tuesday – 10:30 – 11:00 & Thursday – 10:00 – 10:30

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: **A headset for use in the lab.** In the bookstore, Stereo Headset & microphones are available (\$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, but you may already have one that works well.

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.

Weekly Schedule (Tentative) and Important Dates

Guest Lecturers – Dates are Tentative

Week 1: Intro / Campus Walkabout / Developing your 'Soft Skills' / Interview other students / Lecture Ready – start

Week 2: Verbally summarize and Hand in your first Listening Logs

Lecture Ready

Listening: Teacher Audio Clip of 'Tips for Learning a Second Language'

Thursday – Listening: Guest Lecturer – for note-taking, questioning & summarizing
Basic presentation skills using various aids such as the overhead projector and the Elmo –**

Week 3: Lecture Ready

Thursday - Listening: Guest Lecturer – for note-taking, questioning & summarizing**

- Counsellor Services & Career Planning – 30 to 45 minutes

Week 4: Lecture Ready

Tuesday - Note-taking and Summary test

Speaking: Impromptu Talks (Independent Learning)

Thursday – Reserve Library Meeting Rooms for Recording Sessions

Week 5: Lecture Ready + Speaking: Impromptu Talks (Independent Learning)

Thursday – Recording Sessions - Round 1 in the Library Meeting Rooms

Week 6: Lecture Ready + Speaking: Planned Talks (Independent Learning)

Thursday - Listening: Guest Lecturer – for note-taking, questioning & summarizing

Week 7: Midterm Listening Comprehension Test – Tuesday + Lecture Ready

Week 8: Short Impromptu Presentations – Tuesday + Lecture Ready

Thursday (Ewing 110) Guest Lecturer – for note-taking, questioning & summarizing



– Powerpoint presentation skills – 45 minutes

Week 9: Thursday - Note-taking and Summary test

Lecture Ready + Short presentations on Career Exploration begin

Week 10: Lecture Ready

Medium-length Planned Presentations (using Flipcharts) – Thursday

Thursday – Reserve Library Meeting Rooms Recording Sessions

Week 11: Tuesday, November 11 – Thanksgiving Day – College Closed

Medium-length Planned Presentations (using Flipcharts) conclude

Short presentations on Career Exploration continue

Thursday – Recording Sessions - Round 2 in the Library Meeting Rooms

Week 12: Lecture Ready

Short presentations on Career Exploration conclude + Final Presentations begin

Week 13: Tuesday - Final Listening Comprehension + Final Presentations

Thursday - Final Note-taking & summary + Final Presentations

Week 14: Final Presentations concluded

074 Tests & Assignments – Keep track of your grades by recording them here:

LISTENING:	<u>Marks:</u>
Note-taking and Summary Test (Week 4)	/ 5
Note-taking and Summary Test (Week 9)	/ 5
Midterm Listening Comprehension (Week 7)	/ 10
Final Listening Comprehension (Week 13)	/ 10
Final Summary & Note-taking Test (Week 13)	/ 10
Independent Learning Assignments	<u>/ 10</u>
Total:	50



Independent Learning Assignments***

Listening Logs – Due Week 2	/ 50
Listening Logs – Due Week 3	/ 50
Listening Logs – Due Week 5	/ 50
Listening Logs – Due Week 6	/ 50
Lecture Ready Quiz (date one class in advance)	/ 50
Lecture Ready Quiz (date one class in advance)	/ 50
Lecture attended outside of class*	
(Note-taking & Evaluative Summary)	<u>/ 100</u>
	400

Note: An evaluative summary starts with an objective description, but then you are allowed to offer your own opinions and reflections about the topic. In other words, you evaluate it. (about 1 page typed)

074 Tests & Assignments – Keep track of your grades by recording them here:

Speaking:	<u>Marks</u>
Presentations:	
Short impromptu presentation (Week 8)	/ 5
Short presentation on Career Exploration	/ 5
Weeks 9, 11 & 12 –method is your choice	
Medium-length planned presentation (Week 10)	/ 10
- Using a flipchart	
Final Full-length Presentation (Week 12 or 13 or 14)	/ 15
- Flipchart or powerpoint or . . . ?	
Recording Session Round 2 – Week 11	/ 5
Independent Learning Assignments***	<u>/ 10</u>
Total:	/ 50

Independent Learning Assignments***

Impromptu Talks – Weeks 4 / 5 – Teacher-prompt topics	/100
Recording Session Round 1 (Week 5)	/ 100
My assessment of your Speaking Participation in class	/ 100
Note-taking & Asking Questions (appropriate and informed) following	
Presentations by other students In Weeks 12, 13 and 14	<u>/ 200</u>
	500



IMPORTANT INFORMATION:

- **Plagiarism:** All assignments must be written entirely by you. 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 – theft of another person’s ideas / effort / writing. To avoid plagiarism, don’t get a “tutor” to edit your work and don’t “borrow” material from the Internet. Be aware that your instructor will be familiar with your style and level of writing from your in-class work and knows how to use the Internet, too. **Plagiarized work will likely result in a zero grade for the assignment. A recurrence of plagiarism will result in a failing grade for the course.** This policy follows the Camosun College Calendar – Student Conduct section.

Additional Notes:

1. Except in cases of verified illness or other legitimate reasons, **all assignments must be handed in on the due dates, on the day of the class in which they are due.** Late assignments may not be accepted. If you have a valid reason for not being able to hand in an assignment on time, you must speak to the instructor **BEFORE the due date.** All assignments must be neatly done, double-spaced, stapled and with a **HEADER.** Take-home assignments should be typed unless otherwise indicated by the instructor.

2. There are **NO MAKE-UP TESTS** in ELD 074 except in the case of verifiable medical issues or other circumstances which the instructor accepts. If you are sick, please telephone or email the instructor before the class or relay a message through a friend or classmate regarding your absence. This will ensure that the instructor will be prepared to discuss opportunities to make up missed work or in-class assignments. Depending on the circumstances, students may be allowed one 'grace' late assignment (1 week maximum extension). This is in keeping with the truth expressed in the superb Japanese proverb, "Even monkeys fall from trees" (i.e. even the teacher might be late sometime). That said, make-up tests **will only take place at the end of the semester** for students who have – with one or two exceptions - demonstrated a commitment to the course in terms of attendance and a regular pattern of meeting deadlines.

3. Without consistent attendance, you will likely not do well in this course. For most students, at least 80% attendance is required to perform adequately. Our experience has shown us that most of our students who receive a B, B+, A -, A or A + in the course have attended all or almost all of the classes. **In other words, there is direct correlation (link) between attendance and good grades.**



The ELD Department has an **Academic Progress and Attendance Policy** designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. It has been printed on the last two pages of this course outline. It contains information regarding the importance of attendance.

4. Students who have completed all major assignments and whose total mark for the term is between 50 - 59% will be awarded a "D" Grade (Pass). This is a passing grade; however, it is not a prerequisite for students planning on continuing into University Transfer courses or Technology / Business courses. A "C" grade is the minimum prerequisite for higher level courses.
5. In cases where the total mark is below 50%, students will receive an "F" grade. Students who drop out of the course without officially withdrawing at Registration will receive an "F" grade.
6. **ALL assignments (major and minor)** must be completed to fulfill the requirements of this course and receive a passing grade.
7. 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.
8. Electronic devices (electronic dictionaries, smart phones, etc.) **CANNOT** be used during tests or other in-class assignments without the permission of the instructor. **The instructor may request that all smart phones be placed at the front of the class while a test is being written.**



Important Dates:

Final letter grades will be posted on Camlink by Friday, December 12th.

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.

**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)

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



- 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 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
- counselling
- program changes
- withdrawal
- discussion with an academic or an International Student Advisor (where appropriate)

² Spring and Summer are considered as one session.



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.