



## COURSE OUTLINE

### ELD 074 (Section 006/006IE) Academic Communication Skills

<b>Instructor</b>	Lisa Robertson
<b>Telephone</b>	250-370-4952 (24 hour voice mail)
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<b>D2L (Desire to Learn)</b>	<a href="http://online.camosun.ca">http://online.camosun.ca</a>
<b>Course Time &amp; Location</b>	Wednesday - CBA 159 (lab) 1:30 PM - 3:50 PM Friday - CBA 118 - 9:30 AM - 11:50 AM
<b>Course start</b>	Wednesday, September 10
<b>Course end</b>	Friday, December 12
<b>Office &amp; Office Hours</b>	CBA 140 - 12:30 -1:30, Monday, Tuesday, Thursday Or by appointment
<b>Workload</b>	5 hours per week in class and 5 hours per week out of class (minimum)
<b>Prerequisites</b>	ELD 062/064 or assessment.
<b>Required Texts</b>	<u>Lecture Ready 2 – Strategies for Academic Listening, Note-taking, and Discussion</u> , Sarosy and Sherak. \$53.83 in the Bookstore, Liz Ashton Campus Center 2 <sup>nd</sup> floor
<b>Materials</b>	<ul style="list-style-type: none"> <li>• Stereo headset &amp; microphone with one green plug and one pink plug. USB headsets do not work. KEEP THE RECEIPT for returns if needed.</li> <li>• A three ring binder with index tabs and lined, loose-leaf paper.</li> <li>• Materials for making visual aids for presentations</li> </ul>

**Course Description:** This course is designed to prepare non-native English speakers for oral communication tasks encountered in academic and work environments. Students improve their ability to participate in discussions, make presentations, comprehend and take notes on academic lectures, and speak clearly. They 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 work environments. Successful completion of ELD 074 prepares students to deal with the language of college level courses in all disciplines.

#### Learning Outcomes

1. Demonstrate speaking and listening abilities appropriate to successful functioning in the classroom, workplace, and community.
  - a. Use spoken English that is reasonably 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. Listen, understand, and take 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 Participation**

- Be actively engaged.
- Attend class regularly.
- Interact with the instructor and other students.
- Help create a supportive environment by encouraging other students
- Offer contributions to discussions
- Learn from the experiences and opinions of others

**Independent Learning:** Sessions are scheduled during class hours for students to work independently of the instructor in small groups or individually, on specific activities. Participation in these sessions will form part of the final grade in the course.

**Evaluation:** The final 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. Students must achieve 60% in speaking and listening separately in order to pass this course

LISTENING	Marks
Note-taking and summarizing	/25
Midterm Listening Comprehension	/5
Final Listening Comprehension	/10
Independent Learning & Other Tasks	/10
TOTAL	/50

SPEAKING	Marks
Short Presentations	/10
Group Discussions/interviews	/15
Final Presentations	/15
Independent Learning & Other Tasks	/10
TOTAL	/50

**Attendance:** Attendance at all classes is required. If absent, students must contact the instructor before the class by telephone, email, or relay a message through a friend or classmate. Do not plan to travel during the course or before the end of the course. All students need to have 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. Students are responsible for getting such announcements from their study buddy and checking D2L for updates.

**Assignments:** All homework and assignments must be submitted before or on the due date. Students who cannot meet a deadline must inform the instructor before the due date by telephone or e-mail. Students are permitted one late assignment or make up exam during the course. No other late assignments are accepted.



**Academic Honesty:** 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. Some examples may include using a dictionary during a test when it is prohibited, checking notes, writing down ideas or expressions before saying them on a speaking test, talking to classmates during a test, and allowing another student to copy. Plagiarized work or cheating of any kind will result in a zero grade for the assignment and may result in a failing grade for the course. This also applies to students who help classmates cheat. This policy is in accordance with the Camosun College Calendar –[Student Conduct section](#) .

**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.

**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.

**Notes:**

1. An "I" grade will only be assigned when a student has been unable to complete the requirements of the course due to hardship or other circumstances such as illness or death in the family. Extension of deadlines may be negotiated, provided the student has made every effort to keep the instructor informed. Course requirements must be completed within 6 weeks or the "I" grade will be changed to an "F".
2. D is the minimum passing grade to receive credit for this course. For students proceeding to 092 and 094, a minimum "C" grade in both ELD 072 and 074 is the prerequisite.



## Length of Time in 074

Students progress at different speeds, depending on how well they speak and listen when they enter the course, how hard they study, how much English they speak outside of class, and 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.” A student who fails or does poorly on one or more assignments, or is failing the course, must ask the instructor for extra help.

**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. It has also been reproduced on the final two pages of this course outline.

### ELD Department Academic Progress and Attendance Requirements

#### 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 attended. 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
- 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.