



Course Outline
ELD 074 – 005/005IE: Academic Communication Skills
Spring Summer 2015

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Office Hours: Tuesday and Thursday 5:30 – 6:00 pm or by appointment

Class Hours: 5 hours per week, including one hour for Independent Learning. 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:

Credit Value: 2

Prerequisite: ELD 064 or assessment

Required Text: *Lecture Ready 2* (Second Edition) by Peg Sarosy and Kathy Sherak. Toronto: Oxford University Press, 2013.

Other Required Materials:

- Three ring binder with index tabs and lined loose leaf paper
- USB Flash drive for saving course work and presentations
- Students may also need supplies for making visual aids, such as overhead transparencies, poster paper, markers, etc.
- Headset with microphone and standard jack with stereo mini-plugs (**not** USB) - available in Camosun bookstore.
 - The headset needs to have a long enough cord: 2 meters
 - Really cheap headsets break easily; really expensive ones don't work well at low levels.

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 any part of this outline is not understood, 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.

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 speakers, other students, and speakers in the community, students develop the confidence and ability to participate fully in academic and professional environments.

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.

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.

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 30/45 (66%) in Speaking, but only 25/45 (55%) in Listening, she or he must repeat the course, even if the final mark for everything ends up being more than 60%. If the student has a D or F in one component (such as Listening), that is the mark that is recorded on the transcript.
- 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.

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.

Evaluation / Grading:

Your mark will be based on a variety of formal and informal listening and speaking assignments given over the course of the semester.

A detailed list of assignments and due dates will be handed out early in the term when guest speakers are finalized.

| LISTENING: | Marks: | My Grades |
|---|---------------|------------------|
| Notetaking and Summarizing exercises | 20 | |
| Listening Comprehension Tests: | | |
| Midterm Listening Comprehension | 10 | |
| Final Listening Comprehension | 15 | |
| SPEAKING: | | |
| Presentations: | | |
| Short presentations | 15 | |
| Final Presentation | 15 | |
| Discussions and Speaking Assignments: | | |
| In-class Discussion(s) | 5 | |
| Final Group Discussion | 10 | |
| Independent Learning / Homework / Listening Logs | 10 | |
| Total: | 100 | |

Assignments and Tests:

- All assignments must be completed to fulfill the requirements of this course.
- 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 assignments and hand them in on time. On time means at the beginning of the class in which an assignment is due.
- 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 provide 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 risk getting zero on the assignment. In the business world, you present when you say you will and rescheduling can create a negative impact on the company. Similarly, rescheduling presentations in a class inconveniences the instructor and other students.
- If you miss an assignment, quiz, or homework that is worth less than 5%, I will not grade it. If you choose to do the assignment etc., I can give you feedback on it, but no mark.

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 will result in a zero grade for the assignment.**

Cheating: Cheating on a test results in a zero on the test. Examples of cheating include using a dictionary during a test when it is prohibited, copying from someone else's test sheet, or checking your

notes. Talking to a classmate during a listening test is also cheating: if you have a question, you must ask the instructor. Using brief notes in a formal presentation is not cheating, but writing down ideas or expressions to use in speaking tests or discussions is also cheating, as it would not happen in a regular conversation.

Attendance:

- If you attend regularly and work consistently at your English, you will make progress. The ELD Department has Academic Progress and Attendance Requirements designed to enhance a learner’s likelihood of success. Students should become familiar with the content of this policy which is attached to this course outline.
- 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.** 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 or other valid documentation to explain their absence from class may be denied make-up tests or assignments.
- 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 must find a **study-buddy** in class and get missed notes, assignments, and announcements from him/her.

Use of Electronic Devices:

No electronic devices (electronic dictionaries, cell phones, etc.) can be used during tests and some in-class assignments (at the discretion of the instructor).

Camosun College Standard Grading System

| Percentage | Grade | Description | Grade Point Equivalency (GPA) |
|------------|-------|--|-------------------------------|
| 90-100 | A+ | Superior level of achievement | 9 |
| 85-89 | A | | 8 |
| 80-84 | A- | | 7 |
| 77-79 | B+ | High level of achievement | 6 |
| 73-76 | B | | 5 |
| 70-72 | B- | | 4 |
| 65-69 | C+ | Satisfactory level of achievement | 3 |
| 60-64 | C | Sufficient level of achievement to proceed to next level of study | 2 |
| 50-59 | D | Minimum level of achievement for which credit is granted; a course with a “D” grade cannot be used as a prerequisite | 1 |
| 0-49 | F | Minimum level has not been achieved | 0 |
| | 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. Students whose future educational or career goals do not require a "C" standing may be awarded a "D" grade (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.
3. Academic Honesty: All assignments must be written entirely by the student. Work that is copied from another person or source without proper citing of sources or done in whole or in part by another person is plagiarism – the theft of another person's ideas and work.
Plagiarized work will result in a zero grade for the assignment. In extreme cases, plagiarism will result in a failing grade for the course.
This policy is in accordance with the Camosun College Calendar –Student Conduct section – <http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.1.pdf>
4. 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.



**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

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.

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>

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
- 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.

² Spring and Summer are considered as one session.