CAMOSUN COLLEGE

Course Outline for ELD 074 – Section 002 (Fall / 2015)

ACADEMIC COMMUNICATION SKILLS

Instructor: Bruce McCormack
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Course Time & Location(s):
	Monday – 11:30 to 1:50 in Ewing 344
	Wednesday – (LAB) 11:30 to 12:20 in Ewing 200
		- **12:30 to 1:50 in Ewing 344**

The Course starts on Wednesday, September 9 and ends on Wednesday, December 9

Office Hours: In Ewing 210 as follows:
	Monday and Wednesday: 2:00 to 3:00 p.m.
	Tuesday and Thursday: 11:00 to 11:30 p.m.
	Friday: 10:00 to 11:00 by appointment only
	Friday: Help Centre opens at 9 a.m. Students who spend at least one complete
hour working in the Help Centre every Friday for 12 weeks will receive a 3% bonus in
074. There will be sign-in/out sheet; partial attendance will be pro-rated.

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.

1

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:

2

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.

<u>**Weekly Schedule (Tentative) and Important Dates**</u>

Guest Lecturers **– Dates are** *Tentative*

Week 1: Wedn. Sept. 9 - Intro / Developing 'Soft Skills' / Interview another student

Week 2: Monday, Sept. 14 - Lecture Ready / Introduce Listening Logs / Campus Walkabout (using Coursepack exercise)
   1:00 – Reserve Library Meeting Rooms for Mon. Sept. 21
   Wedn., Sept. 16 – Lab: Organizing your online activities
   Listening: Teacher Audio Clip of 'Tips for Learning a Second Language'

Week 3: Monday, Sept. 21 - Verbally summarize and Hand in your first Listening Logs
　　　　Lecture Ready + Speaking: Impromptu Talks
　　　　1:00 – 1:50 – Recording / listening to conversations in Library Meeting
　　Rooms - Round 1 – Self-Evaluations on Participation/Learning due Wedn.
　　　　Wednesday, Sept. 23 –   Introduction to work on Careers – The Enneagrams
　　　　　　　Coursepack + Speaking: Impromptu Talks
　　　　1:00 – Reserve Library Meeting Rooms for Wedn. Sept. 30
　　　　Guest Lecturer (Anna Stein) speaks on cross-cultural
　　　　Issues – 12:30 - Focus is on asking questions of the presenter

Week 4: Monday, Sept. 28 - Verbally summarize and Hand in your second set of
　　　　Listening Logs + Note-taking and Summary Test (Bruce's lecture)
　　　　+ Wedn. Sept. 30 - Speaking: Impromptu Talks
　　　　1:00 – 1:50 – Recording / listening to conversations in Library Meeting
　　Rooms - Round 2 – Self-Evaluations on Participation/Learning due Oct.5

Week 5: Monday, Oct. 5
　　　　 - Guest Lecturer – Mark Limacher + Note-taking / Summary Task
　　　　 - Lecture Ready
　　　　Wednesday, Oct. 7 – Guest Lecturer from AV (Audio Visual) – 11:30 – 12:20
　　　– students will practice note-taking, questioning & summarizing
AV Guest Lecturer Topic: Basic presentation skills using various aids such as the
overhead projector, the Elmo and recording devices for presentation rehearsals
Lecture Ready + Hand in Notes & Summaries from Mark's talk on Monday
　　　　　　　-
Week 6: Monday, Oct. 12th – Thanksgiving Day – College Closed
　　　　Wednesday, Oct. 14 - Verbally summarize and Hand in your third set of
　　　　　　Listening Logs Lecture Ready + Speaking: Impromptu Talks
　　　　Presentation for Career Presentations - Flipchart samples

Week 7: Mon. Oct. 19th - Verbally summarize and Hand in your fourth set of
　　　　Listening Logs - Midterm Listening Comprehension Test
　　　 + & Wedn. Oct. 21 - Speaking: Planned Talks (Careers) using Flipcharts

Week 8: Monday, Oct. 26 – Planned Talks (Careers) + Lecture Ready

　　　　Wednesday (October 28) – Guest Lecturer from AV - 11:30 to 12:20 in Ewing
　　　　200 – students will practice note-taking, questioning & summarizing
　　　　AV Guest Lecturer Topic: Powerpoint Presentation Skills (including use of the
　　　　remote) + **Planned Talks (Careers)**

4

Week 9: Monday, Nov. 2 - Note-taking and Summary test + Lecture Ready
Wedn. Nov. 4 – Medium-length presentations on podcasts begin

Week 10: Mon., Nov. 9 - Lecture Ready - Medium-length Presentations on podcasts continue
Wedn. Nov. 11 – Remembrance Day (College Closed)

Week 11: Mon. Nov. 16 & Wedn. Nov. 18 - Medium-length Planned Presentations conclude + Lecture Ready

Week 12: Mon. Nov. 23 & Wedn. Nov. 25 - Lecture Ready + Final Presentations begin

Week 13: Monday, Nov. 30 - Final Listening Comprehension + Final Presentations
Wedn., Dec. 2 - Final Note-taking & summary + Final Presentations

Week 14: Mon., Dec. 7 & Wedn. Dec. 9 - Final Presentations concluded

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

LISTENING:	Marks:
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	/ 10
Total:	50

Independent Learning Assignments***
Listening Logs – Due Week 3   **/ 50**
Listening Logs – Due Week 4   **/ 50**
Listening Logs – Due Week 6   **/ 100**
Listening Logs – Due Week 7   **/ 100**
Note-taking & summary(Guest Lecturer - Mark)   **/ 100**
                                                                              400

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

Speaking:	Marks

Presentations:

Short impromptu talks (Week 3, 4 & 6)	/ 5
Planned talk on Career Exploration	/ 10
Weeks 7 & 8 –Using a Flipchart	
Medium-length planned presentation on a podcast (Weeks 9,10,11)	/ 10
- Using a flipchart or powerpoint	
Final Full-length Presentation (Week 12 or 13 or 14)	/ 10
- Flipchart or powerpoint or . . .?	
Participation (in English) – Weeks 1 to 7	/ 2.5
Participation (in English) – Weeks 8 to 14	/ 2.5
Independent Learning Assignments***	**/ 10**
Total:	/ 50

Independent Learning Assignments*

Recording Session Round 1 (Week 3) - Self-evaluation	/ 100
Recording Session Round 2 (Week 4) - Self-evaluation	/ 100
Note-taking & Asking Questions (appropriate and informed) following	
Presentations by other students In Weeks 12, 13 and 14	/ 200
	400

IMPORTANT INFORMATION:

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 – students need to learn to be accountable.** 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 take-home assignments must be neatly done, typed, 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 <u>one</u> '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, speaking English in class and a regular pattern of meeting deadlines.**

3. Without consistent attendance, you will likely not do well in this course. **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. <u>In other words, there is direct correlation (link) between attendance and good grades</u>.**

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 <u>attendance</u>.

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 <u>without officially withdrawing at Registration</u> will receive an "F" grade.

6. ALL major assignments (excluding Independent Learning) must be completed to fulfill the requirements of this course and receive a passing grade. With incomplete **minor** assignments, the final grade is up to the discretion of the instructor.

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.

7

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 as well as when it is determined that they will be a distraction.**

9. Plagiarism: All assignments must be written entirely by you. Work that is <u>copied</u> from another source, <u>done in whole</u> or <u>in part</u> by another person, or <u>fixed and edited</u> 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. **A first instance of plagiarized work will result in a reduced or zero grade for the assignment. A recurrence of plagiarism will likely result in a failing grade for the course.** This policy follows the Camosun College Calendar – Student Conduct section.

Important Dates:
Final letter grades will be posted on Camlink by Wednesday, December 16th.

Evaluation / Grading:

Grade	Percentage	Description
A+ A A-	90 - 100% 85 - 89% 80 - 84%	Superior level of achievement
B+ B B-	77 - 79% 73 - 76% 70 - 72%	High level of achievement
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.

8

*Final Reminder about Attendance:
Attendance is very important. If you attend regularly and work consistently at your English, you will make progress. Regular attendance is essential in order to do well in this course.

Important Links:

*see ELD academic progress policy at   http://faculty.camosun.ca/johnhampton

*Camosun Student grading policy at http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf

*Camosun Academic progress policy at http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf

*Camosun Student conduct at http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.pdf

Plagiarism: This is Camosun's definition of plagiarism:

Representing the work of others as your own is plagiarism. Quote and cite sources in a way that gives proper credit and avoids plagiarism. When in doubt about how to acknowledge a source, consult your instructor. Plagiarism includes, but is not limited to, the following:

1. Submitting an entire assignment (e.g., paragraph, essay, report, lab report, technical drawing, exam, etc.) written by someone else. This is plagiarism even if you make revisions to the original work.

2. Submitting an assignment in which you have copied or cut and pasted one or more passages from one or more other works or an internet site without enclosing those passages in quotation marks *and* providing clear, correct citations for those passages.

3. Submitting an assignment in which you take one or more ideas from another work(s) without citing them, even when you reword or put those ideas in your own words (that is, paraphrasing them). You *must* provide clear, correct citations for theories, arguments, facts, stories, or other information that you did not come up with on your own.

4. Submitting an assignment that an editor or tutor, whether amateur or professional, has partially or entirely rewritten for you. A tutor is not a copy editor. A tutor's role is to explain general principles of writing, grammar, syntax, punctuation, and spelling.

5. Submitting a group project which contains plagiarism. It is the responsibility of all members of the group to monitor the progress of the work to ensure that plagiarism does not occur.