



Camosun College - Course Outline ELD 074-005

Academic Communication Skills Winter 2016: January 11 - April 13

Instructor and Contact Information

Instructor: Rowena Hill
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Office Hours: Monday - Thursday, 3:00 - 3:30 or before class by appointment

Class Hours

Five hours a week. Four hours a week are in the classroom with the teacher, and one hour a week is Independent Learning. During Independent Learning, students work on tasks to improve listening and speaking skills. During that hour, the teacher will be available.

Course Location and Times

Monday	6:00 - 8:20	Fisher 216
Wednesday	6:00 - 7:20	Wilna Thomas 225
	7:30 - 8:20	Ewing 100 (lab)

No classes: Monday, February 8 (Family Day) and Monday, March 28 (Easter)

Credits and Pre-requisites

The course is worth two credits. The pre-requisite is ELD 064 or assessment.

Required Text

Sarosy, Peg and Kathy Sherak. *Lecture Ready 2* Second Edition. Oxford University Press, 2013.

Required Materials

- Three ring binder with lined loose leaf paper.
- Headset with microphone (standard jack - not USB)
- USB Flash drive for saving course work and presentations
- Supplies for making visual aids, such as overhead transparencies, poster paper, markers, etc.

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 speak clearly, participate in discussions, make presentations, and comprehend and take notes on academic lectures.

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.

Assignments and Tests

Some assignments will be done in class, while other assignments must be done outside of class. It is your responsibility to complete ALL assignments and hand them in on time. On time means at the *beginning* of the class in which it is due. If for some valid reason you have difficulty meeting a deadline,

you must discuss this with your instructor before the due date. It is also your responsibility to be in class for all scheduled tests and presentations.

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 one or more classes during the course due to sickness or another valid reason, you should inform your instructor **before class** by telephone or e-mail. If you are unable to produce a medical certificate or other valid documentation to explain an absence from class, you may be denied a mark for work missed during the absence. As a general rule, **do not plan to travel during the course.**

You should connect with another student in the class and plan to get notes and information from him/her if you do have to miss a class.

Length of Time in 074

Students progress at different speeds depending on how well they speak and listen when they enter the course and how hard they are willing or able to study. How much English students speak outside of class and how long they have been in Canada also influence their progress. Therefore, in order to reach the learning outcomes of this course, 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

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 both in class and outside of class.

Listening (50 marks)

- Note taking and summarizing exercises
- Listening comprehension tests and activities
- Independent learning assignments
- Attendance and participation

Speaking (50 marks)

- Speaking tests and activities
- Presentations
- Independent learning assignments
- Attendance and participation

TOTAL: 100 marks

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 40/50 in speaking, but only 25/50 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 can 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

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.

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

Cheating

Cheating on a test results in a zero on the course and a letter to Registration for your file. An example of cheating is 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 something, you must ask me.

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



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.

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

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>

² Spring and Summer are considered as one session.

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.