



Course Outline for ELD 074 – Section 006 (Fall / 2017)

ACADEMIC COMMUNICATION SKILLS

Instructor: Bruce McCormack

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Course Time & Location(s):

Monday – 12:30 to 1:50 in CBA 125

Lab – 2:00 to 2:50 in CBA 159

Wednesday – 12:30 to 2:50 in CBA 126

The Course starts on Wednesday, September 6 and ends on Wednesday, December 6.

Office Hours: Wednesday: 3:00 to 3:30 p.m. Interurban Office 156

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:

21st Century Communication 3: Listening, Speaking and Critical Thinking

+ Coursepack – ELD 074 Academic Communication Skills – Bruce McCormack

Materials: **A headset of some kind for use in the lab. If you already have one, test it in our lab on day 1 to be sure to works. Otherwise,** Stereo Headset & microphones are available in the Fisher Building Bookstore.

A three ring binder with index tabs and lined, loose-leaf paper.

A simple folder (\$1.99 in the bookstore) for submitting your **Note-taking assignments.** (I'll show you a sample.)

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 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.

Weekly Schedule (Tentative) and Important Dates

Week 1: Wedn. Sept 6 - Intro / Questionnaire and Course Outline / Meet and greet other students / Listen & Retell – Intro ‘ Ted Talk’/ On Developing ‘Soft Skills’ / Bookstore + Campus Walkaround

Week 2: Monday, Sept 11 - Bring the Coursepack & Textbook / Course Outline Quiz Lab - Introduce Listening Logs / Sample Summary / Headers & D2L
Listening Podcast: Teacher Audio Clip of ‘Tips for Learning a Second Language’
Searching for podcasts for Listening Logs
Wedn., Sept 13 – Finish Listening: Teacher Audio Clip of ‘Tips for Learning a Second Language’ / Interview + summary / 21st Century Communication Career Exploration Presentations - Flipchart samples / Overview

Week 3: Monday, Sept 18 - Verbally summarize and Hand in your first Listening Logs
Note-taking sample (Lecture on Staying Healthy)
21st Century Communication + Speaking: Short Impromptu Talks
Introduction to work on Career Exploration – The Enneagrams



– Guest Lecturer – Library Orientation – 2 p.m. accessing articles for Listening Logs and articles related to presentations

Week 4: Monday, September 25 - Note-taking and Summary Test (Bruce's lecture) + Verbally summarize and hand in your second set of Listening Logs / 21st Century Communication

+ **Wedn. Sept 27 - Guest Lecturer from AV (Audio Visual) – 12:30 to 1:30**

– students will practice note-taking, asking questions & summarizing
AV Guest Lecturer Topic: Basic presentation skills using various aids such as the overhead projector, the Document Reader and recording / video devices for presentation rehearsals

Week 5: Monday, October 2

- **21st Century Communication / Speaking: Short Impromptu Talks**

Wednesday, October 4 – 21st Century Communication / Speaking: Short Impromptu Talks

Week 6: Monday, October 9 – Thanksgiving Day – College closed

Wedn. Oct 11 - Verbally summarize and Hand in your third and final set of Listening Logs / 21st Century Communication + Speaking: Impromptu

Talks - complete

Speaking: Planned Talks (Careers) using Flipcharts

Week 7: Mon. Oct 16

Midterm Listening Comprehension Test (Mon / Wedn)

+ & Wedn. Oct 18 - Speaking: Planned Talks (Careers) using Flipcharts

Week 8: Monday, Oct 23 – Planned Talks (Careers) + 21st Century Communication

Note-taking sample (Lecture on Staying Happy)

Interview another student / summary

Wednesday, Oct 25 – Guest Lecturer from AV – 12:30

- students will practice note-taking, questioning & summarizing

AV Guest Lecturer Topic: Powerpoint Presentation Skills (including use of the remote) + Planned Talks (Careers)

Note-taking Journals to be handed in on Wednesday, Oct 25

Week 9: Monday, Oct 30 - Note-taking and Summary test + 21st Century Communication

Wedn. Nov 1 – 5-minute group presentations on a podcast begin

Week 10: Mon., Nov 6



Wedn. Nov 8 - 5-minute group presentations on a podcast
Continue + 21st Century Communication

Week 11: Mon. Nov 13 – Remembrance Day – College closed
& Wedn. Nov. 15 - 5-minute group presentations on a podcast
conclude + 21st Century Communication

Week 12: Mon. Nov 20 & Wedn. Nov 22 - Final Presentations begin
+ 21st Century Communication

Week 13: Monday, Nov 27 - Final Listening Comprehension + Final Presentations
Wedn., Nov 29 - Final Note-taking & summary + Final Presentations

Week 14: Mon., Dec 4 & Wedn. Dec 6 - Final Presentations concluded
Note-taking Journals (Part 2) handed in on Monday, Dec 4

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

LISTENING:	<u>Marks:</u>
Note-taking and Summary Test (Week 4)	/ 5
Midterm Listening Comprehension (Week 7)	/ 10
Note-taking and Summary Test (Week 9)	/ 5
Final Listening Comprehension (Week 13)	/ 10
Final Note-taking & Summary Test (Week 13)	/ 10
Independent Learning Assignments***	<u>/ 10</u>
Total:	50
Independent Learning Assignments***	
Listening Logs – Due Week 3	/ 50
Listening Logs – Due Week 4	/ 50
Listening Logs – Due Week 6	/ 100
Note-taking journals – Week 8 / Week 14	<u>/ 150 + 150</u>
	500



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

SPEAKING:	<u>Marks</u>
Presentations:	
Short impromptu talks, asking questions, listen & retell (Week 3, 4, 5 & 6)	/ 5
Planned talk on Career Exploration Weeks 6, 7 & 8 – Using a Flipchart	/ 10
5-minute group presentation on a podcast (Weeks 9,10,11)	/ 10
Final Full-length Presentation (Week 12 or 13 or 14)	/ 10
- Powerpoint or cue-cards	
Participation (in English) – Weeks 1 to 7	/ 2.5
Participation (in English) – Weeks 8 to 14	/ 2.5
Independent Learning Assignments***	<u>/ 10</u>
Total:	/ 50

Independent Learning Assignments***

Interviewing another student / writing a summary – Week 2	/ 100
Interviewing another student / writing a summary – Week 8	/ 100
Asking Questions (appropriate and informed) following Presentations by other students In Weeks 12, 13 and 14	<u>/ 200</u>
	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 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, 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. 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 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.



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 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. **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 Wedn, Dec. 16th.

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.



***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.