



Course Outline
ELD 074-006: Academic Communication Skills
Winter 2018

Instructor: Sandra Christensen
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Course location and times: January 8 – April 14, 2018

Mondays & Wednesdays: 3:00 p.m. – 5:20 p.m. CBA 125

NO classes: Monday, February 12th (Family Day – College closed)
Wednesday, February 14th (Reading Break)
Monday, April 2nd (Easter Monday – College closed)

Class Hours: 5 hours per week, including one hour for Independent Learning
Homework: Expect at least 1-2 hours for every classroom hour
Total Time: Estimate **10-15 hours/week** for total of class time and homework

Office Hours: Mondays-Thursdays 11 am – noon
Alternate appointments can be arranged by email

Credit Value: 2

Prerequisite: ELD 050 or assessment

Required Text: *Contemporary Topics: 21st Century Skills for Academic Success 2, 4/e*
by Ellen Kisslinger (Pearson), includes Essential Online Resources (MyEnglishLab)

Other Required Materials:

- Headset with standard jack or USB (for listening & recording)
- 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

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. Students are expected to read and understand its contents. If any part of this outline is not understood, or if you have any questions, please ask the instructor for clarification.*

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 non-native 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.

Assignments: All assignments must be completed to fulfill the requirements of this course.

Except in cases of verified illness or other legitimate reasons, **ALL unit review tests & presentations must be completed in class.** If you have a valid reason that makes it impossible for you to attend class, you must speak to the instructor **before class.**

All assignments must be completed entirely by the student. See Note 3 below regarding Academic Honesty (a copy of this policy can also be found in D2L under Content). No electronic devices (electronic dictionaries, cell phones, music players, etc.) can be used during Unit Review Tests.

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. As a general rule, do not plan to travel during the course or before the end of the course. There is an Academic Progress Policy designed to enhance a learner's likelihood of success. 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.

<http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>

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. As a result, to reach the learning outcomes, some students may need more than one term in ELD 074.

Completion Requirements:

- Students must receive a passing grade of C (60%) in order to pass the course.
- 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.

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.

| | |
|------------------------------|-------------------------|
| ▪ Unit Review Tests | 30 marks |
| ▪ Class Presentations | 30 marks |
| ▪ Final Group Presentation | 15 marks |
| ▪ Speaking & Listening Logs | 20 marks |
| ▪ Attendance & Participation | <u>5 marks</u> |
| TOTAL | <u>100 marks</u> |

Some Important Dates: *See Term Calendar for weekly schedule and specific dates.*

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 | |

Important Notes:

- 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".
- 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.
- 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>
- 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.