

CAMOSUN COLLEGE School of Access English Language Development

ELD 074-001 Academic Communication Skills Summer 2019

COURSE OUTLINE

The	The calendar description is available on the web @							
	Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.							
1.	Instruc	tor In	formation					
(a)	Instructo	or	Gill Atkinson					
(b) Office hours		ours	Mon-Thurs 11.00-11.30					
(c)	Location	<u>-</u>	Ewing 206					
(d)	Phone	250 3	70 3672	Alternative:	n/a			
(e)	E-mail		atkinsong@camosun.bc.ca					
(f)	Website	-	n/a					

2. Intended 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.

3. Required Materials

(a) Texts

Lecture Ready 2nd edition by Sarosy and Sherak

(b) Other

4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

Monday 8.30 – 9.50 Wilna Tomas 226

10.00-10.50 Ewing 200

Wednesday 8.30 – 10.50 Wilna Tomas 226

5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

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, as well as some marks for small assignments during the independent learning component.

Listening

Note taking/guest speakers
 20 marks

Listening comprehension tests
 20 marks

40 marks

Speaking

Speaking tests20 marks

Presentations 20 marks

40 marks

Independent Learning and Quizzes

- Quizzes and assignments (both the speaking and listening)
- Independent Learning
- Listening Log

20 marks

TOTAL 100 marks

6. Grading System

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

X	Standard Grading System (GPA)
	Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

8. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ http://camosun.ca/about/mental-health/emergency.html or http://camosun.ca/services/sexual-violence/get-support.html#urgent

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at http://camosun.ca/

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at http://camosun.ca/about/policies/. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS http://www.camosun.bc.ca/policies/policies.php

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	Α		8
80-84	A-		7
77-79	B+		6
73-76	В		5
70-72	B-		4
65-69	C+		3
60-64	С		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description	
СОМ	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.	
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.	
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.	

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at http://www.camosun.bc.ca/policies/E-1.5.pdf for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary	Description
Grade	

I	<i>Incomplete</i> : A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress</i> : A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	Compulsory Withdrawal: A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.