



**CAMOSUN COLLEGE**  
**School of Access**

**English Language Development, C & AP**

**ELD 074-001 Academic Communication Skills Winter 2019**

**COURSE OUTLINE**

*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.*

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**Instructor:** Patrick Maguire

**Office Hours:** Monday & Wednesday: 12:00 – 13:30 // Ewing 222

**E-mail:** [patrick.maguire22@online.camosun.ca](mailto:patrick.maguire22@online.camosun.ca)

**Phone:** 250-370-3384

**Class meetings:** Monday: Young 220 8:30 – 9:50 // **lab** EWING 112 (10:00-10:50)

Wednesday: Young 220 (8:30-10:50)

**Course duration:** January 7 – April 11, 2019

**No class days:** February 18<sup>th</sup> & 20<sup>th</sup> (Family Day + Reading Break)

**Credit Value:** 2

**Prerequisites:** ELD 062 and ELD 064 or assessment

**Required Texts:** <available in Camosun bookstore>

Frazier, Laurie and Shalle Leeming. **Lecture Ready 3**. Toronto: Oxford University Press, 2013.

**Class Hours:** The course combines instructional hours in the classroom with Independent Learning (IL). During Independent Learning, students work on tasks (sometimes individually, sometimes in groups) to help them improve their listening and speaking skills. During that time, the teacher will be available to assist students.

**Required Materials**

- Three ring binder with lined loose-leaf paper.
- 2 file folders (one for LL and one for IL)
- **Headset** with microphone for the Speaking Lab – you need this **EVERY Monday**

### **Specifications for the headset and microphone:**

- \* "Boom" microphone-type headsets work best. They're designed to be used close to the mouth. Other types (clip-on etc.) tend to pick up a lot of room noise and record poorly.
- \* MUST HAVE a 3.5 mm (1/8") stereo mini-plugs
- \* It needs to have a long enough cord: min 1.5 meters of cord is best.

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

### **Learner Abilities:**

#### **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 fellow learners, 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.

### **Assignments and Tests**

Some assignments will be done wholly or largely in class. Other assignments will require homework. It is your responsibility to complete all assignments and submit them on time. If for some valid reason you will miss a deadline, discuss it with your instructor before the due date. If you miss a test or presentation because you are sick, bring a doctor's note or other documentation. There is no guarantee that a presentation can be rescheduled. Make-ups for listening and speaking tests will only be offered with a documented reason for absence.

### **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 – theft of another person's ideas, writing, or work. **Plagiarized work may result in a zero grade not only for that assignment, but also for the entire course.** Avoid plagiarize at all cost. It is far easier than students imagine for instructors to spot plagiarism. A report may also go on your academic file.

Please see Camosun Student Calendar for detailed specifics on plagiarism, including definitions of plagiarism as well as its academic consequences.

### **Cheating**

Cheating on a test results in a zero on the test and a letter to Registration for your file. An example would be using a mobile device 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, ask me.

### **Recording Devices**

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.

## **Independent Study**

Homework study and ample listening and speaking practice is very important. Set aside a minimum of an hour **per day** for 074 homework. By establishing a regular study routine, you will become a successful, confident learner.

## **Attendance**

Attendance is very important. By attending regularly (and on time) and working consistently at your English, you will make progress. **Regular attendance (at least 80% attendance)** is necessary to complete the course satisfactorily. (3 lates = 1 absence)

If you **know** that you will miss a class during the course due to family or health reasons, please inform the instructor. As a general rule, **do not plan to travel during the term.**

Students need to produce a medical certificate or other valid documentation to explain their absence from class on a test day in order to take a test they have missed.

Students should have a **study-buddy** in class, and get missed notes, assignments, and announcements from him or her. Sometimes test and assignment dates can change; **you are responsible** for getting such updates/announcements from your study buddy.

## **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. Therefore, in order to reach the learning outcomes, 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.

## **Grades and Successful Completion Requirements**

A student must receive a passing grade of C (60%) in order to pass the course. Moreover, a student must also receive a passing grade of 60% in **each** of the **Listening** and **Speaking** components. Thus, if a student gets 30/40 in Listening, but only 20/40 in Speaking, s/he must repeat the course. In other words, you need **a minimum of 24/40 in BOTH components** in order to pass. If the student has less than 60% in one component, such as the listening component, then a grade of D is recorded on the transcript, even if the student’s overall average 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 may register in ELD 094.

## **Grade calculation:**

Grades in ELD 074 are based on a variety of formal and informal listening and speaking assessments, tasks and quizzes assigned throughout the term. Marks are also given for the independent learning component.

### **Listening**

- |                                     |          |                 |
|-------------------------------------|----------|-----------------|
| ▪ Note taking and summarizing tests | 20 marks |                 |
| ▪ Listening comprehension tests     | 20 marks |                 |
|                                     |          | <u>40 marks</u> |

### **Speaking**

- |                  |          |                 |
|------------------|----------|-----------------|
| ▪ Speaking tests | 20 marks |                 |
| ▪ Presentations  | 20 marks |                 |
|                  |          | <u>40 marks</u> |

### **Independent Learning and Quizzes**

- |                         |  |                 |
|-------------------------|--|-----------------|
| ▪ Homework assignments  |  |                 |
| ▪ Weekly Listening Logs |  |                 |
| ▪ Language Lab          |  |                 |
|                         |  | <u>20 marks</u> |

TOTAL		<u>100 marks</u>
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**ELD Department**  
**Academic Progress and Attendance Requirements**  
**Advanced and Provincial Levels<sup>1</sup>**

**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 attended<sup>2</sup>. 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 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**

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<sup>1</sup> See the Camosun College Academic Progress Policy at

<http://www.camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>

<sup>2</sup> Spring and Summer are considered as one session.

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.

### **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 not achieved.

## 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.