



CAMOSUN COLLEGE
School of Access
English Language Development Department

Winter 2019

Academic Communication Skills: ELD 074-003

Calendar Description

This course is designed to prepare non-native English speakers for oral communication tasks encountered within an academic or professional environment. Students will improve their ability to participate in discussions, make presentations, comprehend and take notes on academic lectures, explore career options, and speak clearly. (<http://camosun.ca/learn/calendar/current/web/eld.html>).

Instructor Information

Instructor: Emily Ryan

Office: Ewing 218

Email: ryane@camosun.bc.ca

Office Hours: Tuesday, Thursday: 1:00p.m. – 2:00p.m. (or by appointment)

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.

Required Materials

TEXT: *Lecture Ready 3* (Second edition) by Peg Sarosy and Kathy Sherak

Headset (headphones and mic) with standard 2-prong jack (**not** USB) - available in Camosun bookstore

Course Hours and Location: Tuesdays: 2:30pm – 3:50pm (Young 220)
Lab: Tuesdays, 4:00-4:50pm (Ewing 200)

Thursdays: 2:30pm – 4:50pm (Young 220)

ELD 074 Schedule (Please note that this is subject to change)

This schedule shows the main assessments only. Note that 20 of the marks are not represented on this chart. They are for Listening Logs, Independent Learning and quizzes.

Week/Date	Assessment
1: January 8, 10	
2: January 15, 17	
3: January 22, 24	
4: January 29, 31	<i>*Observing an Outside Lecture</i> Assignment given
5: February 5, 7	Guest Speaker 1: TBA
6: February 12, 14	Practice Presentations – Discussion Groups
7: February 19, 21	READING WEEK: No school
8: February 26, 28	Listening Comprehension Test 1 Speaking Test 1
9: March 5, 7	Guest Speaker 2: TBA
10: March 12, 14	Presentation 2 – Partner Discussion Groups
11: March 19, 21	
12: March 26, 28	Guest Speaker 3: TBA
13: April 2, 4	Listening Comprehension Test 2 Speaking Test 2
14: April 9, 11	Outside Lecture Assignment due Presentation 3 – Individual Presentations

Attendance

Attendance is very important in this course. If you attend regularly and work consistently at improving your English, you will make progress. Regular attendance is essential in order to do well in this course.

If you are absent, it is your responsibility to inform your instructor **before** class, and/or contact a classmate to see what you missed. Please do not expect your instructor to inquire after you and remind you of what you missed. If you know you have to be absent on one of the test dates, you must contact the instructor in advance to reschedule. If you miss a test without notification you must produce a doctor's note to have the opportunity to take the test.

Basis of Student Assessment (Weighting) and Tentative Course Schedule

Assignments and Grading

Total Your Mark

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 |
| | <u>40 marks</u> |

Speaking

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

Independent Learning and Quizzes

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

	<u>20 marks</u>
TOTAL	<u>100 marks</u>

Grading System

Standard Grading System (GPA)

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 30/40 in speaking, but only 20/40 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.

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	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		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
COM	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 Grade	Description
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	<i>Compulsory Withdrawal:</i> 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.
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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.** Refer to the *Academic Honesty Guidelines* for more information.

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 I hear your voice during a test, I have to assume you’re cheating. 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.

Electronics

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.

No electronic devices (electronic dictionaries, cell phones, etc.) can be used during tests, but may be used for some assignments with permission from the instructor.

All the best in ELD 074! I look forward to working with you this term!

Emily Ryan