



CAMOSUN COLLEGE
School of Access
English Language Development Department

ELD 074-004
Academic Communication Skills
Fall 2019

COURSE OUTLINE

The calendar description is available on the web @ <http://camosun.ca/learn/calendar/current/web/eld.html>

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. Instructor Information

Instructor	Sarah McCagherty
Office Hours and Locations	Interurban: Tues/Thurs 11:00-12:00, CBA 127 Lansdowne: Thurs 4:00-6:00, Ewing 202 or by appointment
Class Hours and Locations	Mon 8:30-10:50, Fisher 212 Wed 8:30-9:20, Ewing 200 (lab) Wed 9:30-10:50, Young 220
Phone	250-370-4947
E-mail	mccaghertys@camosun.bc.ca
Website	https://online.camosun.ca

2. Intended Learning Outcomes

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.

3. Required Materials

Textbook: *NorthStar 5: Listening & Speaking*, 4th ed. By Sherry Preiss

Other Materials: Headset with standard jack (**not** USB) - available in Camosun bookstore
Report folder with clear front cover for Listening Logs and Independent Learning

4. Course Content

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.

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.

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.

If you are sick or have another valid reason for an absence, please telephone, email, or relay a message through a friend or classmate. Failure to inform the instructor of your absence may result in being denied a mark for work missed during the absence. Students unable to produce a medical note or other valid documentation to explain their absence from class may be denied make-up tests or assignments.

If you know that you will miss some classes during the course due to family or health reasons, please inform the instructor of your absence at the beginning of the course. As a general rule, **do not plan to travel during the course.**

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. Therefore, in order 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 both listening and speaking separately** 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.

5. Basis of Student Assessment (Weighting)

Your mark will be based on a variety of formal and informal listening and speaking assignments given over the course of the semester.

Listening

▪ Guest Speakers	20 marks
▪ Mid-term Test	10 marks
▪ Final Test	10 marks

Speaking

▪ Speaking Tests	10 marks
▪ Informational Appointment Presentation	10 marks
▪ Final Problem/Solution Presentation	10 marks
▪ Final Group Discussion	10 marks

Independent Learning, Quizzes, and Participation	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.)

Standard Grading System (GPA)

Competency Based Grading System

7. 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.