



# CAMOSUN COLLEGE

## School of Access

**ELD-097-00  
Summer 2020**

**Technical and  
Professional English  
– Fixed Pace (online)**

### 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

<b>(a) Instructor</b>	Elizabeth West	
<b>(b) Office hours</b>	Tuesday, Wednesday, Thursday 12:30- 1:30 drop in (online or by phone) or by appointment	
<b>(c) Location</b>		
<b>(d) Phone</b>	250 370 3691	<b>Alternative:</b>
<b>(e) E-mail</b>	west@camosun.bc.ca	
<b>(f) Website</b>		

#### 2. Intended Learning Outcomes

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

1. Apply the knowledge, skills, and processes needed to communicate by listening, speaking, reading, writing, and viewing.
2. Write paragraphs, essays, summaries, and short reports that demonstrate knowledge, understanding, and appreciation of language and how it is used.
3. Write using a process approach.

4. Prepare and present a variety of technical and professional communications and documentation that occur in the workplace.
5. Apply the appropriate formats associated with each writing/communication task.
6. Determine the most appropriate means (written, oral, and visual) to transfer information.
7. Write short business reports that employ basic practical technical and professional communication principles.
8. Write a research report using a variety of research methods to collect data.
9. Analyze the informational needs and backgrounds of various audiences and construct written assignments appropriate to the intended audience.
10. Apply etiquette conventions to technical and professional communicative situations

### 3. Required Materials

- (a) Texts: *Ten Steps To Advanced Reading Skills*; John Langan 2018
- (b) Other: Writing Modules Posted to D2L

### 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.)

This course for non-native English speakers develops the critical thinking, reading/writing and oral skills needed to be successful in technical/business programs and professions. Students write an introductory essay, business reports, summaries, research reports and analyses of graphic information. Students learn to interpret and integrate information in technical, instructional and informational texts.

This is a fixed-pace online section. Meeting information:

05-05-2020-08-08-2020 Lecture Tuesday and Wednesday 8:30AM – 11:20 AM  
05-05-2020-08-08-2020 Lab Thursday 8:30AM-10:20 AM

and/or by appointment

### Computer Experience Required for this Course

In this course we make extensive use of email, email attachments and D2L. The following is a list of skills that you should be comfortable with to be successful in this course:

- Basic keyboard and mouse proficiency
- Word-processing (typing, cutting, copying and pasting)
- Working with files (opening, saving and “saving as”)
- Email (sending, receiving, replying, forwarding, and attaching files)
- Internet/WWW (navigating the Internet and understanding how it works)
- D2L - E-Learning Tutorials on D2L can be found at: <https://elearningtutorialscamosun.opened.ca/d2l-tutorials/d2l-for-students/>

### Completion Requirements

Students must meet an adequate level of competency (60%) to pass the course.

## Academic Honesty

All assignments must be written entirely by you. Plagiarism, i.e. copying the work of a classmate, Internet resources or copyrighted materials, is considered dishonest use of another's ideas. 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.

## 5. Basis of Student Assessment (Weighting)

*(Should be directly linked to learning outcomes.)*

### Writing Assignments

Unit 1 assignments	10%
Unit 2 assignments	15%
Unit 3 assignments	25%
Unit 4 assignment	30%
<b>Total</b>	<b>80%</b>

### Reading Tests

Chapter Quizzes	10%
Midterm Exam	45%
Final Reading Exam	45%
<hr/>	
	100%

**\*Your final reading score will comprise 20% of your final grade for ELD 097.**

## 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. 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 **ST UDENT SERVIC ES** 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.