**CAMOSUN COLLEGE**
**School of Access**
**English Language Development Department**

**ELD 097-SX10 (ONLINE)**
**Technical and Professional English, Self-Paced**
**Summer 2020**

# COURSE OUTLINE

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| **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

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|---|---|
| **Instructor** | Sandra Christensen |
| **Office hours** | Online, by appointment |
| **Location** | N/A |
| **Phone** | N/A |
| **E-mail** | christensens@camosun.bc.ca |
| **Website** | https://online.camosun.ca |

**Course Dates**:
May 4, 2020 – August 13, 2020

**NO CLASSES, EXAMS OR APPOINTMENTS:**
Monday, May 18th, Victoria Day
Wednesday, July 1st, Canada Day
Monday, August 3rd, BC Day

## 2. Required Materials

*Ten Steps to Mastering College Reading Skills,* by John Langan

## 3. Intended Learning Outcomes

At the successful completion of this course, students will be able to do the following:

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. Identify writing errors using a peer editing process.
11. Explain the value and limitations of collaborative work.
12. Collaborate and consult effectively with others in completing communications tasks.
13. Apply etiquette conventions to technical and professional communicative situations.

## 4. Course Content and Schedule

**Course Description:**

This course is designed for non-native speakers of English and provides the necessary language skills and cultural competence to prepare learners to work and/or undertake further study in Canada.  Using real-world examples and sample documents, learners develop communication competencies through writing general workplace correspondence and reports, with a focus on the writing process and clear writing techniques. The vocabulary and grammar skills required to write effectively and accurately are reviewed through self-study exercises.  In addition, because today's workplace is increasingly electronic, learners use computers extensively to communicate by e-mail, and conduct research.  Successful completion of the course gives learners the prerequisite to enter English 151 and/or other college courses and is the equivalent to Grade 12 English.

**Classroom Hours:**

**Because this class is self-paced, students can work wherever they feel comfortable**: from home, the library, the help centres, which will depend on what is open during Covid Closures.

According to government recommendations, Camosun College campus will not be open at the beginning of the Spring/Summer term in May 2020. This may change during the summer, but this course will continue to be offered in an online format for the whole term.

Therefore, both regular and "drop in" appointments can be scheduled with the instructor.

Mondays, 4:00-5:30 pm                        Blackboard Collaborate (via D2L) "open"

Tuesdays to Thursdays, by appointment (scheduled bi-weekly and drop-in)

*Note:  The English Help Center will also be offering online support over the summer.*

**Computer experience required for this course:**

In this course, we make extensive use of Camosun's learning management system (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")
- Emails (communicating with your instructor about your progress
- D2L (accessing assignments, uploading files, receiving and responding to feedback)
- Internet/WWW (navigating the internet and understanding how it works)
- Using online video conferencing software to meet with your instructor

**Completion Requirements:**

Students must reach 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)

**Assignments:**

Most assignments you do at home and send to your instructor via email. You must do all reading tests in class. It is your responsibility to complete all assignments on time. If for some valid reason you have difficulty meeting the suggested deadlines, you must discuss this with your instructor before the due date.

Please note that if you do not complete the course and wish to carry your assignment marks forward to a new term, you must enroll in the next consecutive term.

**Assessment & Evaluation:**

Unit 4 Assignments 25%

**Writing Tasks** (75% of final grade)
Unit 1 Assignments 10%
Unit 2 Assignments 20%
Unit 3 Assignments 20%

**Reading Tasks** (25% of final grade)
Chapter Tests 1-6   20%
Online Practice      5%

## 6. Grading System

| X | 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 | *Incomplete*: 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 | *In progress*: 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. |