



CAMOSUN COLLEGE
School of Access
English Language Development

ELD 074-003
Academic Communication Skills
Fall 2020

COURSE OUTLINE

The calendar description is available on the web @ _____

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

| | |
|-------------------------|-------------------------------|
| (a) Instructor | Bruce McCormack |
| (b) Office hours | Online by appointment |
| (c) Location | n/a |
| (d) Phone | n/a Alternative: _____ |
| (e) E-mail | mccormac@camosun.bc.ca |
| (f) Website | https://online.camosun.ca |

Course Dates:

September 8, 2020 – December 9, 2020

Important Dates:

Monday, Sept 8, Labour Day

Monday, October 12, Thanksgiving Day (Week 6)

Wednesday, November 11, Remembrance Day (Week 10)

2. 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.

3. Required Materials

(a) Texts

Contemporary Topics 3: 21st Century Skills for Academic Success by Beglar and Murray Fourth Edition (Bundled for access to online materials0

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.)

Course Description:

This online 074 course is designed for non-native speakers of English during a time when our college campus is closed. The course is designed to help students to develop their academic communication skills.

Computer experience required for this course:

In this course, we make extensive use of email and D2L online tools. 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”)
- E-mail (sending, receiving, replying, forwarding and attaching files)
- Internet/WWW (navigating the internet and understanding how it works)
- Using Blackboard Collaborate and other online video conferencing software to meet with your instructor

As mentioned, this is an online course. We will have online class time together on Tuesday and Thursday from 2:30 to 4:50.

5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

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.

ELD 074 Assessment: Fall 2020

Listening

| | |
|---|-----------|
| Test 1 | 5 |
| Mid-term | 15 |
| Test 3 | 10 |
| Final | 15 |
| Quizzes, short assignments, participation | 5 |
| Total | 50 |

Speaking

| | |
|---|-----------|
| Presentation 1 | 10 |
| Presentation 2 | 15 |
| Discussion Test | 10 |
| Speaking Test | 10 |
| Quizzes, short assignments, participation | 5 |
| Total | 50 |

Total 100%

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 **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. |