



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

**ELD 074-D04**  
**Academic Communication Skills**  
**(Fixed-Paced/Asynchronous)**

*Fall 2020*

**COURSE OUTLINE**

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The calendar description is available on the web:

<http://camosun.ca/learn/calendar/current/web/eld.html#ELD074>

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*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.*

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**1. Instructor Information**

<b>(a) Instructor</b>	Emily Ryan
<b>(b) Office hours</b>	Online: I am available by appointment - please email me!
<b>(c) Location</b>	Online
<b>(d) Phone</b>	n/a
<b>(e) E-mail</b>	<a href="mailto:ryane@camosun.bc.ca">ryane@camosun.bc.ca</a>

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**2. Intended Learning Outcomes**

**A. 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.

## B. 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

**Textbook:** *Contemporary Topics 3 - 21<sup>st</sup> Century Skills for Academic Success: 4<sup>th</sup> Ed.* (Beglar and Murray, 2016)

### 4. Course Schedule

This 14-week course runs from **September 8 – December 11**, and is *asynchronous*, meaning we will not have regular online sessions. However, it is *fixed-paced*, meaning that you will be responsible for managing your time to effectively complete your posted assignments by deadlines set by the instructor. A minimum of 8 hours of self-study is necessary per week, plus attendance for important scheduled interviews and tests.

**Holidays:** Monday, October 12; Wednesday, November 11

### 5. Basis of Student Assessment (Weighting)

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. You must pass both the Listening and Speaking parts of the course to pass 074.

#### Listening

Test 1	5
Mid-term	10
Test 3	10
Final	20
Quizzes, short assignments, participation	5
<b>Total</b>	<b>50</b>

## Speaking

Presentation 1	10
Presentation 2	15
Discussion Test	10
Speaking Test	10
Quizzes, short assignments, participation	5
<b>Total</b>	<b>50</b>

**TOTAL**

**100%**

## 6. Recommended Materials to Assist Students to Succeed Throughout the Course

Self-discipline and effective time management will be essential for passing this course. Although students will not attend regular online sessions with their instructor, it is imperative that they maintain a daily presence on D2L and consistently check their emails for important messages.

Google Chrome is the best browser to use for D2L and Collaborate – students should not use browsers such as Safari or Internet Explorer, as important features may not work. Additionally, MS Word is necessary for all written assignments.

## 7. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

### 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.

## 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>

### 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.