



CAMOSUN COLLEGE
School of Access
English Language Development Department

ELD 097 DS10 (ONLINE)
Technical and Professional English, Self-Paced
Fall 2020

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 Online, by appointment
Location N/A
Phone N/A
E-mail mccaghertys@camosun.bc.ca
Website <https://online.camosun.ca>

Course Dates:

Sept 8, 2020 – Dec 11, 2020

College Closed:

Monday, Oct 12, Thanksgiving; Wednesday, Nov. 11

2. 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.

3. Required Materials

Ten Steps to Mastering College Reading Skills, by John Langan

4. Course Schedule and Content

Classroom Hours:

Because this class is self-paced, students can work wherever they feel comfortable: from home, the library, the help centres, etc. This will depend in part on what is open during Covid closures.

Appointments can be scheduled with the instructor **Monday to Thursday, by appointment**, using Blackboard Collaborate Ultra on D2L.

NOTE: *The English Help Centre will also be offering online support. This is a valuable way to get tutoring help for your assignments.*

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.

Computer experience required for this course:

In this course, we make extensive use of email and email attachments. 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)
- D2L (accessing and uploading assignments, receiving and responding to feedback)
- 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

Assignments:

Most assignments you do at home and submit to your instructor via D2L. If you want to complete the course in one term, follow the suggested schedule for completing your work. If you have difficulty meeting the suggested deadlines, you can discuss this with your instructor.

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

Assessment & Evaluation:

Writing Tasks (70% of final grade)

Unit 1 Assignments 10%

Unit 2 Assignments 15%

Unit 3 Assignments 20%

Unit 4 Assignments 25%

Reading Tasks (30% of final grade)

Chapter Tests 2% per chapter, 20% total

Final Reading Test 10%

6. Grading System

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.