

# COURSE SYLLABUS



COURSE TITLE: ELD 074 **Academic Communication Skills**

CLASS SECTION: D-02

TERM: Summer 2021

COURSE CREDITS: 4

DELIVERY METHOD(S):

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

The COVID-19 pandemic has presented many challenges, and Camosun College is committed to helping you safely complete your education. Following guidelines from the Provincial Health Officer, WorkSafe BC, and the B.C. Government to ensure the health and wellbeing of students and employees, Camosun College is providing you with every possible protection to keep you safe. Our measures include COVID Training for students and employees, health checks, infection control protocols including sanitization of spaces, PPE and ensuring physical distancing. For details on these precautions please follow this link: <http://camosun.ca/covid19/faq/covid-fags-students.html>. However, if you're at all uncomfortable being on campus, please share your concerns with your Instructor. If needed, alternatives will be discussed.

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Bruce McCormack

EMAIL: [mccormac@camosun.bc.ca](mailto:mccormac@camosun.bc.ca)

OFFICE: Ewing 210 (but working from home and online this semester on D2L / Collaborate).

HOURS: Monday & Thursday - 5 p.m. to 6 p.m. / Friday - 2 p.m. to 3 p.m. on D2L / Collaborate.

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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This course is designed to prepare non-native English speakers for oral communication tasks encountered within an academic/professional environment. Students will improve their ability to participate in discussions, make presentations, comprehend and take notes on academic lectures, explore career options, and speak clearly.

PREREQUISITE(S): **COM** in [ELD 056](#) **COM** in [ELD 064](#) **C+** in English 11

CO-REQUISITE(S): **COM** in [ELD 062](#) **C** in [ELD 072](#)

EXCLUSION(S):

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a student will be able to:

1. Demonstrate speaking and listening abilities appropriate to successful functioning in the classroom, workplace, and community:
  - a. Use spoken English that is easy to understand.
  - b. Use appropriate vocabulary and register in spoken English.
  - c. Ask questions relevant to content.
  - d. Use appropriate language and strategies in discussions.
  - e. Demonstrate listening skills and understanding by taking notes during classroom presentations and lectures.
  - f. Summarize information from classroom presentations and lectures.
  - g. 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:
  - a. Demonstrate respect for learner colleagues, including those from differing cultural and linguistic backgrounds.
  - b. Collaborate with others in group tasks and discussions.
  - c. Ask appropriately for clarification from teachers, fellow students, and members of the community.
  - d. Demonstrate the ability to communicate effectively with native speakers in the community.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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*Contemporary Topics 3: 21<sup>st</sup> Century Skills for Academic Success* by Beglar and Murray - Fourth Edition (Bundled for access to online materials)

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1 - May 4 & 6	Introductions - getting to know you / how to succeed in the course	
Week 2 - May 11 & 13	Textbook: Contemporary Topics 3 (CT3) Unit 1	
Week 3 - May 18 & 20	CT3 Unit 2	
Week 4 - May 25 & 27	CT3 Unit 3	Listening Test 1 (CT3 - Units 1/2/3)
Week 5 - June 1 & 3	CT3 Unit 4	
Week 6 - June 8 & 10	CT3 Unit 5	Midterm Presentations

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 7 - June 15 & 17	CT3 Unit 6	Midterm Presentations
Week 8 - June 22 & 24	CT3 Unit 8 (CT3: Unit 7 is optional)	Midterm Listening Summary Test
Week 9 - June 29	CT3 Unit 9	July 1 - Canada Day Speaking Assignment QA
Week 10 - July 6 & 8	CT3 Unit 10	Listening Test 3 (CT3 - Units 4 to 9)
Week 11 - July 13 & 15	CT3 Unit 11	Final Presentations
Week 12 - July 20 & 22	CT3 Unit 12	Final Presentations
Week 13 - July 27 & 29	Final Listening Test & Presentations	Final Listening Summary Test
Week 14 - August 3 & 5	Discussion of Textbook Topics	Discussion Assignment

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Listening Tests 1 (5%) and 3 (10%)	15
Listening Summary Tests (15%) and (15%)	30
Listening: Short assignments, participation	5
Speaking Presentation 1 (10%) and 2 (15%)	25
Speaking: Speaking (10%) and Discussion (10%) Assignments	20
Speaking: Short assignments, participation	5
	<b>TOTAL</b>
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

## 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 11:30 to 1:50 on D2L / Collaborate.

## SCHOOL OR DEPARTMENTAL INFORMATION

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[INSERT TEXT HERE]

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>

Support Service	Website
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.