

# COURSE SYLLABUS



COURSE TITLE: ELD 097      **Tech. & Professional English**

CLASS SECTION: D02

TERM: Spring/Summer, 2021

COURSE CREDITS: 6

DELIVERY METHOD(S): Online (Synchronous Collaborate Sessions and Asynchronous work)    Monday: 11:30–1:20; Tuesday and Thursday: 11:30–2:20

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-faqs-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:        Elizabeth West

EMAIL:      west@camosun.bc.ca

OFFICE:     E210

HOURS:      Online office hours only: by appointment

*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 for non-native English speakers develops the critical thinking, reading/ writing and oral skills needed to be successful in technical/business programs and professions. Students write essays, business reports, summaries, research essays and analyses of graphic information. Students learn to interpret and integrate information in technical, instructional and informational texts.

PREREQUISITE(S): [ELD 072](#)

CO-REQUISITE(S): [ELD 074](#)

EXCLUSION(S):

### COURSE LEARNING OUTCOMES / OBJECTIVES

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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.

### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Ten Steps to Mastering College Reading Skills by John Langan

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

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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	WA 1 Introduce Yourself and Introduction to Reading	Writing Unit 1: 7.5%
Week 2	Unit 1 Writing Activities and Reading Chapter 1	Chapter 1 Reading Quiz
Week 3	WA 2 Case Study Email Task and Reading Chapter 2	Chapter 2 Reading Quiz
Week 4	Unit 2 Writing Activities and Reading Chapter 3	Writing Unit 2: 12.5% Chapter 3 Reading Quiz

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 5	WA 3 Email Request and Reading Chapter 4	Chapter 4 Reading Quiz
Week 6	WA 4 Reading and Summary and Reading Chapter 5	Chapter 5 Reading Quiz
Week 7	Unit 3 Writing Activities and Reading Midterm Test	Writing Unit 3: 20% Reading Midterm Test: 10%
Week 8	WA 5 Incident Report or Progress Report and Reading Chapter 6	Chapter 6 Reading Quiz
Week 9	WA 6 Write a Request and Reading Chapter 7	Chapter 7 Reading Quiz
Week 10	Unit 4 Writing Activities and Reading Chapter 8	Writing Unit 4: 20% Chapter 8 Reading Quiz
Week 11	WA 7 Recommendation Report Proposal and Reading Chapter 9	Chapter 9 Reading Quiz
Week 12	Recommendation Report Work and Reading Chapter 10	Chapter 10 Reading Quiz
Week 13	Recommendation Report and Reading Chapter Review	
Week 14	Writing Assignment 7 Final and Reading Final Test	Final Writing Test 15%
Throughout the term	Online Discussions, Homework, and Collaborate Sessions	5%

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

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DESCRIPTION	WEIGHTING
Writing Unit 1	7.5%
Writing Unit 2	12.5%
Writing Unit 3	20%
Writing Unit 4	20%
Reading Chapter Quizzes 1-10	10%
Reading Midterm and Final	25%
Collaborate Attendance and HW Discussions	5%

DESCRIPTION	WEIGHTING
TOTAL	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

### Computer Experience Required for this Course

In this course we make extensive use of email, email attachments, D2L, and Blackboard Collaborate. 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”)
- Email (sending, receiving, replying, forwarding, and attaching files)
- Internet/WWW (navigating the Internet and understanding how it works)
- D2L - E-Learning Tutorials on D2L can be found at: <https://elearningtutorialscamosun.opened.ca/d2l-tutorials/d2l-for-students/>

### Completion Requirements

Students must meet 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 a 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.

## SCHOOL OR DEPARTMENTAL INFORMATION

Advanced Level ELD courses use the Standard Grading System (GPA). ELD 097 uses the following grading system.

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

## 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>
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.

## 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.