



CAMOSUN COLLEGE
School of Access
English Language Development

ELD 097-D03
Technical and Professional English
(Fixed-Paced/Asynchronous)

Winter 2021

COURSE OUTLINE

The calendar description is available on the web: <http://camosun.ca/learn/calendar/current/web/eld.html#ELD097>

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

2. Calendar Description

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.

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

Textbook: *Ten Steps to Mastering College Reading Skills with Ten Steps Plus Access Code*
(Langan, J. 2018)

4. Course Schedule and Content

This 14-week course runs from January 11 – April 16, 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 15 hours of self-study is expected per week, plus attendance for any important scheduled interviews and tests.

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

NOTE: *The Writing Centre will be offering online support. This is a valuable way to get tutoring help for your assignments.* <http://camosun.ca/services/writing-centre/appointments.html>

Course Dates:

January 11 – April 16

College Closed:

Feb 15, Family Day; Feb 16-19, Reading Week; April 2, Good Friday;
April 6, Easter Monday

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)
- Using online video conferencing software to meet with your instructor
- D2L (accessing and uploading assignments, receiving and responding to feedback)
Note: D2L - E-Learning Tutorials on D2L can be found at:
<https://elearningtutorialscamosun.opened.ca/d2l-tutorials/d2l-for-students/>

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 (Weighting)

Writing Assignments

Unit 1 Assignments	7.5
Unit 2 Assignments	12.5
Unit 3 Assignments	20
Unit 4 Assignment	20
Total	60

Reading Assignments

Chapter Quizzes	10
Midterm Exam	10
Final Reading Exam	15
Quizzes, short assignments, participation	5
Total	40

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>

- Letter Grades
 Competency Based

Refer to Grading Policy (at <http://www.camosun.bc.ca/policies/policies.php> or the College Calendar) for specific information regarding these systems)

B. Temporary Grades

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

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.

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.