

# COURSE SYLLABUS



COURSE TITLE: ELD 097      **Professional and Academic English**

CLASS SECTION: ELD 097-DX05

TERM: F2022

COURSE CREDITS: 6

DELIVERY METHOD(S): Asynchronous

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](#).

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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: Laura Hadwin

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

OFFICE: N/A Online and office hours by appointment

HOURS: N/A

*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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Speakers of English as an additional language learn and apply the critical thinking, reading, and writing skills needed to be successful in technical, professional, and academic settings. Students develop skills to prepare, compose, and evaluate a variety of communication forms including an essay, summaries, and a research-based report and presentation. Students learn to interpret and integrate information through a variety of texts and develop informational literacy.

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

CO-REQUISITE(S): C in [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. Write paragraphs, essays, summaries, and reports that demonstrate knowledge, understanding, and appreciation of professional and academic English rhetoric and how it is used by:

- Writing using a process approach
  - Preparing and presenting a variety of appropriate technical, professional, and academic communications and documentation
  - Writing short business reports based on case studies that employ basic practical technical and professional communication principles
  - Writing a research report focusing on authentic, local issues while using a variety of research methods to collect data
  - Citing and documenting sources using a standard citation style
  - Analyzing the informational needs and backgrounds of various audiences and construct written assignments appropriate to the intended audience and purpose
  - Identifying writing errors using a peer/self-editing process
  - Evaluating written work for coherence, organization and accurate language choice and usage
2. Comprehend and critically analyze reading texts at advanced English levels by:
- Recognizing implied and main ideas
  - Identifying supporting details
  - Interpreting relationships and making inferences
  - Identifying author's purpose and tone
  - Evaluating arguments
  - Separating fact from opinion
3. Understand and function within Canadian business culture and academic settings by:
- Explaining the value and limitations of collaborative work
  - Applying appropriate conventions to professional and academic communicative situations
  - Responding critically and in-depth to classmates during spoken and written discussions by drawing upon personal and professional experiences
  - Giving a clear and well-organized research-based presentation and responding appropriately to feedback
  - Collaborating and consulting effectively with others in completing communications tasks

#### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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

#### 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. **Please see detailed schedule on D2L.** This is an **asynchronous online course with no fixed classes**. However, students are expected to follow the detailed schedule provided on D2L.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
1	Introductions and Writing Unit 1	Writing Assignment 1A due
2	Writing Unit 1 and Reading Chapter 1	Writing Assignment 1B due
3	Writing Unit 1 and Reading Chapter 2	
4	Writing Unit 2 and Reading Chapter 3	
5	Writing Unit 2 and Reading Chapter 4	Writing Assignment 3 due
6	Writing Unit 2 and Reading Chapter 5	Writing Assignment 4 due
7	Writing Unit 3 and Reading Revision	Midterm Reading Test
8	Writing Unit 3 and Reading Chapter 6	Writing Assignment 5 due
9	Writing Unit 3 and Reading Chapter 7	Writing Assignment 6 due
10	Writing Unit 4 and Reading Chapter 8	
11	Writing Unit 4 and Reading Chapter 9	Writing Assignment 7 Proposal due
12	Writing Unit 4 and Reading Chapter 10	Writing Assignment 7 Draft 1 due
13	Writing Unit 4 and Reading Revision	
14	Writing Unit 4	Final Reading Test Writing Assignment 7 Final Version due

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
<b>Writing Assignments</b>	<b>60%</b>
Unit 1	7.5%

DESCRIPTION	WEIGHTING
Unit 2	12.5%
Unit 3	20%
Unit 4	20%
<b>Reading Tests</b>	<b>35%</b>
Chapter Quizzes	10%
Midterm Test	10%
Final Reading Test	15%
<b>Participation and Short Assignments</b>	<b>5%</b>
<b>Total</b>	<b>100%</b>

EAP 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

#### COURSE GUIDELINES & EXPECTATIONS

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You must achieve a minimum of 60% to pass ELD 097.

Grading: <https://camosun.ca/registration-records/student-records/camosun-grading-systems>

#### Tips for Success in ELD 097:

**Tip 1: Get in the habit of reading every day.** During the course, you will read, understand and analyze a variety of articles and essays. Establishing good critical reading habits is a key to success in the course and a key to effective writing.

**Tip 2: Always read the material in advance of the discussion date.**

**Tip 3: Get in the habit of writing regularly.** In ELD 097, you will have a great deal of writing practice and writing assignments. Writing regularly will help with your writing in general. By writing regularly, you will be able to address the necessary writing skills in ELD 097 that will also help you in future courses.

**Tip 4: Attend class and participate in group and class discussions.** Discussing your ideas about a topic or your interpretation with others in a group can lead to new and valuable insights about a topic. Students learn from each other in ELD 097.

**Tip 5: Attend regularly.** Attendance is very important, and this also applies to online learning. If you attend regularly and work consistently at your English, you will make progress. Regular attendance is essential in order to do well in this course.

**Tip 6: Learn to ask questions, think critically and develop and express ideas, both in your writing and in your discussions in class.**

**Tip 7: Pay attention to the weekly schedule and important dates.**

**Tip 8: Never plagiarize in your writing.** Stay far away from ‘free-essay.com websites.’ Don’t trust translation programs (e.g. Google Translate); there are always many mistakes in these programs, so they will not help your writing. Learn how to be an independent writer and thinker.

**Tip 9: Write all the tests and do all the assignments.** Please note that you must write all the tests on the specified date and hand in assignments on the due date. If you do not write a test, then your mark will be zero for the test, and it will affect your final grade. If you hand in an assignment late, it will affect the grade.

**Tip 10: Speak to your instructor if you need help.** If you are having any difficulties with the course or have some issues that interfere with your progress, let me know, so I can help you with the course. Remember that as your instructor, I am here to help with your learning.

## SCHOOL OR DEPARTMENTAL INFORMATION

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<https://camosun.ca/programs-courses/find-program/english-language-development>

## 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](http://camosun.ca/services/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.