COURSE SYLLABUS

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

CLASS SECTION: DXS10

TERM: Fall 2022

COURSE CREDITS: 6

DELIVERY METHOD(S):   Online Self-Paced

Camosun College requires mandatory attendance for the first 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

NAME: Gill Atkinson

EMAIL: atkinsong@camosun.ca

OFFICE: Ewing 206

HOURS: 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

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

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

- Text: *Ten Steps to Mastering College Reading Skills with Ten Steps Plus Access Code*: John Langan
- Regular access to computer with video/audio capabilities
- Office 365 Pro Plus installed on computer, which includes 1 TB storage on One Drive; *FREE version for students available at: http://camosun.ca/services/its/other-services.html

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.

Please see detailed schedule on D2L.

This is a self-paced online course with no fixed classes or schedule.

This is a suggested schedule:

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
1	Introductions. Writing Unit 1	Writing Assignment 1A due
2	Writing Unit 1. Reading chapter 1	Writing Assignment 1B due
3	Writing Unit 1. Reading chapter 2	
4	Writing Unit 2. Reading chapter 3	
5	Writing Unit 2. Reading chapter 4	Writing Assignment 3 due
6	Writing Unit 2. Reading chapter 5	Writing Assignment 4 due
7	Writing Unit 3. Reading Revision	Midterm Reading Test
8	Writing Unit 3. Reading chapter 6	Writing Assignment 5 due
9	Writing Unit 3. Reading chapter 7	Writing Assignment 6 due
10	Writing Unit 4. Reading chapter 8	
11	Writing Unit 4. Reading chapter 9	Writing Assignment 7 Proposal due
12	Writing Unit 4. Reading chapter 10	Writing Assignment 7 Draft 1 due
13	Writing Unit 4. 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 noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

DESCRIPTION		WEIGHTING
Writing assignments		**60%**
Unit 1		7.5%
Unit 2		12.5%
Unit 3		20%
Unit 4		20%
Reading Tests		**35%**
Chapter Quizzes		10%
Midterm Test		10%
Final Reading Test		15%
Participation and Short Assignments		**5%**
Total		**100%**

See D2L for details of assignments.

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

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 an introductory essay, business reports, summaries, research reports and analyses of graphic information. Students learn to interpret and integrate information in technical, instructional and informational texts.

This is a self-paced online section.

Course Dates
September 6 – December 9

College Closed
September 5, September 30, October 10, November 11

Computer Experience Required for this Course
In this course we make extensive use of email, email attachments and D2L. 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.
All assignments must be completed to pass.
Late assignments may incur a penalty.

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.

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.

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	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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

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. To contact the Office of Student Support: 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.