

# COURSE SYLLABUS



COURSE TITLE:	<b>Technical and Professional English</b>
CLASS SECTION:	<b>ELD 097-DXS10</b>
TERM:	Winter 2023 (January 9 – April 13)
COURSE CREDITS:	Six (6) credits
DELIVERY METHOD(S):	Online, self-paced

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:	<b>Sandra Christensen</b>
EMAIL:	<a href="mailto:christensens@camosun.ca">christensens@camosun.ca</a>
OFFICE:	Ewing 316/ D2L Collaborate or zoom (online video meetings)
HOURS:	Flexible schedule for one-on-one consultations with students

*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](#)

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon 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—with ONLINE access
- 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

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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	TEXTBOOK
Week 1, Jan 9-13	Course introduction / Writing Unit 1 Introductions	Introduction
Week 2, Jan 16-20	Writing Unit 1, Lesson 1 / Assignment 1	Chapter 1
Week 3, Jan 23-27	Writing Unit 2, Lesson 2 / Assignment 2	Chapter 2
Week 4, Jan 30-Feb 3	Writing Unit 2, Lessons 1, 2 & 3-part A	Chapter 3
Week 5, Feb 6-10	Writing Unit 2, Assignment 1 / Lesson 3—part B & Lesson 4	Chapter 4
Week 6, Feb 13-17	Writing Unit 2, Assignment 2	Chapter 5

WEEK or DATE RANGE	ACTIVITY or TOPIC	TEXTBOOK
Week 7, Feb 20-24	READING BREAK (catch up and/or work ahead)	
Week 8, Feb 27-Mar 3	Writing Unit 3, Introduction / Lessons 1 & 2	MIDTERM
Week 9, Mar 6-10	Writing Unit 3, Lessons 3 & 4 / Assignment 1	Chapter 6
Week 10, Mar 13-17	Writing Unit 3 Lesson 5 / Assignment 2	Chapter 7
Week 11, Mar 20-24	Writing Unit 3 Lesson 6 / Assignment 3	Chapter 8
Week 12, Mar 27-31	Writing Unit 4, Final Recommendation Report	Chapter 9
Week 13, Apr 3-7	Writing Unit 4, Final Recommendation Report	Chapter 10
Week 14, April 10-13	Writing Unit 4, Final Recommendation Report	FINAL
Week 15, April 17-21	Final grades, consultation with instructor, next steps	

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>

## COURSE GUIDELINES & EXPECTATIONS

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### Time Commitment:

On average, it will take **20-30 hours per week** to complete all course work, including independent learning, studying, testing, assignments, and meetings with the instructor and other support staff.

### Assignments:

As per health guidelines during the pandemic, you will do all course work at home and send it to your instructor by uploading it into the Assignments folder in D2L (Camosun's online learning management system). Reading tests will be done online through the publisher's website (instructions will be provided). It is your responsibility to complete all assignments at your own pace, in consultation with your instructor. If for some valid reason you have difficulty meeting the suggested deadlines, you must discuss this with your instructor before the due date.

Please note that if you do not complete the course and wish to carry your assignment marks forward to a new term, you must enroll in the next consecutive term. Instructors will support transfer of your work.

### Computer experience required for this course:

In this course, we make extensive use of Camosun's learning management system (D2L). The following is a list of skills that you should be comfortable with to be successful in this course:

- Using online video conferencing software to meet with your instructor
- Emails (communicating with your instructor about your progress)
- D2L (accessing assignments, uploading files, receiving and responding to feedback)
- Internet/WWW (navigating the internet and understanding how it works)
- Word-processing (typing, cutting, copying and pasting)
- Working with files (opening, saving and "saving as")

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
Writing Unit 1 Assignments	7.5%
Writing Unit 2 Assignments	12.5%
Writing Unit 3 Assignments	20%
Writing Unit 4 Assignments	20%
Reading, Chapter Tests	20%
Reading Discussions and D2L Tests (Midterm & Final)	20%
	<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](#) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## SCHOOL OR DEPARTMENTAL INFORMATION

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Additional resources and support will be available online, as listed below. Directly related to this course, you will be encouraged to make use of the English Help Center—accessed through the Writing Center link—and the Library.

## 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>

Support Service	Website
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

### 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.

### 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.

### 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>.

### 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.