BCIT COMMUNICATION DEPARTMENT

COURSE OUTLINE

Course Name: INTRODUCTION TO BCIT FOR STUDENTS OF
                 ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

Course Number: COMM 0004

Instructor: DENNIS S. HURD

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

JANUARY 08, 2001

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
COURSE OUTLINE

COURSE NAME: INTRODUCTION TO BCIT FOR EAL STUDENTS

COURSE NUMBER: COMM 0004   **DATES:** Jan. 8th to Mar. 16th 2001

DEPARTMENT: COMMUNICATION   **CRN:** 43576 or 41536

TAUGHT TO: INTERNATIONAL   **HOURS / WEEKS:** 9.0 / 10.0

SPECIFICS: <u>DAYS</u>
Mondays, Wednesdays, and Fridays

INSTRUCTOR: Dennis S. Hurd   **EMAIL:** dhurd@home.com

OFFICE HOURS: By Appointment   **RESIDENCE PHONE:** 524-6197

COURSE DESCRIPTION

If your first language is not English, and your language skills need upgrading before you can enroll in COMM 0005, this course is for you. It includes the speaking, listening, writing, and reading skills needed to carry out the writing and speaking tasks in COMM 0005 and in other BCIT courses. You will find a very heavy emphasis is placed on improving your writing skills.

In this course, you will learn about the programs offered at BCIT, As you read, write and talk about these programs, you'll cover areas such as description, classification, cause and effect, and comparison and contrast.

Classes will include lessons on specific grammatical structures; you'll learn to recognize and correct errors in your own work, as well as in other students' work. You will learn pre-writing strategies and how to organise your materials before attempting a writing task or an oral presentation.

Successful completion of this course will give you the skills you need to succeed in your future courses. A grade of 65% in this course meets the minimum prerequisite requirement for COMM 0005.

EVALUATION

Writing assignments 45%
Speaking skills 10%
Midterm Exam 15%
Final Exam..25%
Professionalism, participation and quizzes 5%

COURSE ASSIGNMENTS

Writing Assignments

You will write a minimum of 10 graded assignments for this course. Most of these will be done in class. In addition, you will be given homework from time to time to help you practice the skills you learn in class.

You are required to complete all assignments -- practice and graded -- for this course as well as write the midterm and the final. There may also be occasional short quizzes on grammar points, and you must write them as well.

In-class assignments must be completed and handed in during the class in which they are given. Any take-home assignments must be submitted at the beginning of the next class.

If you miss an in-class assignment, it is your responsibility to arrange with the instructor to write it in another class or at another time under the instructor's supervision. If you fail to do so, you will receive a grade of zero for the assignment.

Speaking Skills

The speaking skills mark of 10% is based on one or two oral presentations you will give individually on a topic related to BCIT.

Midterm and Final Exams

Two in-class exams are scheduled for this course, a midterm and a final. Each will take most of one session. You can use dictionaries in the exam, but no other reference materials. Try not to rely on dictionaries too much; they'll slow you down in an exam situation!

Professionalism and Participation

The professionalism and participation skills mark of 5% is a reflection of the ideal student's responsible, enthusiastic participation in the course.

BCIT prides itself on the professionalism of its students, who are welcome in any workplace because of their proven ability to show up and do the job in a way that earns the respect of their co-workers and supervisors.

To reward you for meeting these workplace standards, evaluation for this course includes the professionalism and participation assessment. To get a full 5% for professionalism and participation, you'll have to

- attend all classes or explain your absence the same way you would have to excuse yourself for not being able to come in to work
- treat each other and your instructors with courtesy and consideration
- contribute to the success of your course by participating actively in every class.

BCIT Attendance Policy

Students who are absent for any reason, other than substantial illness, for more than 10% (**more than 2 classes**) of the time prescribed for the course, may not be allowed to complete the course (see Full-time Calendar).

REQUIRED TEXTS AND EQUIPMENT

Comm 0004 Modules 1, 2, and 3:

- Getting to Know Each Other: Finding Out About Students in Technology, Business, and Trades

Getting To Know Your Campus And What It Has To Offer You As Students In Technology, Business And Trades

Deciding on a Program in Technology, Business, and Trades: Making and Justifying Choices

These are available at the BCIT Bookstore.

REQUIRED TEXTS AND EQUIPMENT (continued)

To keep your handouts and assignments, you'll need a

- 3-ring binder

For your hand-written assignments, you'll need

- 3-hole lined 8-1/2 by 11" note paper--**not torn out of an exercise book**
- pen (black or blue ink only)
- liquid paper or other means of making corrections neatly

Please write your assignments **double-spaced** (leave a space between written lines), starting on the side of the page with holes on the **left side**. Pencil is OK for in-class assignments.

REFERENCE TEXTS AND RECOMMENDED EQUIPMENT

You'll want to have a good English-to-English dictionary. I strongly recommend you bring your English dictionary to each class if you want to improve your spelling, vocabulary, and comprehension.

COURSE OBJECTIVES

By the end of this course, you should be able to speak, listen, read and write at a level which will allow you to succeed in Communication 0005.

Therefore, you should be able to:

-summarize, plan, edit and write simple paragraphs on topics related to BCIT
-summarize text by using graphics, e.g. classification trees, tables
-write about information contained in graphics
-speak clearly and understandably, using English structure, on a topic related to BCIT
-plan, prepare and deliver a simple oral presentation
-simplify and reword difficult text or language

In order to achieve these objectives, you will learn to:

-brainstorm information
-draw and describe classification trees, flow charts, graphs and charts
-sequence items
-compare and contrast information
-edit and proof-read

ACTIVITIES

Activities you will do in order to learn the language skills include:

- **classifying** the schools of BCIT
- **surveying** and **describing** your classmates
- **interpreting** charts and graphs of your survey
- **making generalizations** from your survey
- **sequencing** the steps of registering for Comm 005
- **comparing** and **contrasting** programs at BCIT
- **reviewing** your exam performance and setting study objectives
- **editing** other students' work
- **presenting** an individual, 5-10 minute oral **explaining** how to operate a simple piece of equipment or on some other topic related to BCIT
- **assessing** and **giving feedback** on your classmates' oral presentations

TEACHING METHODS

We will be using teaching methods which have proven most effective for teaching students at BCIT:

1. **Teamwork.** Just as in all courses at BCIT, you will be working in small groups. This will allow you to develop the interpersonal skills you need to succeed at BCIT and in the workplace. You will also learn more in groups as you teach and support each other.

2. **Peer-editing.** We will spend the first part of each class editing student writing. As well, you'll work with one or two partners to locate and correct errors in each other's work.

3. **Explaining in your own words.** You'll be reading from textbooks, case studies, and handouts and then putting the ideas into your own words. You will know you have gained knowledge and language skills when you are able to explain the ideas clearly to your team members and to your instructors.

4. **Key visuals.** You will learn how to express ideas in graphics (primarily tables and classification trees). These graphics, which we call "key visuals," will help you to understand ideas and present them more clearly to others.

ADDITIONAL INFORMATION ON TEAM LEARNING (LEARNING GROUPS)

As a member of a learning group, you will have four major responsibilities:

1. **Help, support, and encourage** other group members to learn the course material. Provide feedback to the instructor on how well the members of the group are succeeding and on any problems they may have.

2. **Make sure all** the members **get the work done on time** and hand in all their assignments for marking. If members of your group arrive late or have to leave early, fill them in on what they missed.

3. **Help members prepare for quizzes and exams**. Discuss assignments, review work, and study together.

4. **Help students in other groups** when their group finishes an exercise ahead of another group.

To help you develop your problem-solving abilities, you will be expected to discuss any questions you have about course assignments with your group before resorting to asking the instructor for an answer.

All members are expected to contribute actively to the group, to maintain effective working relationships with each other, and to complete all assignments.

You will be required to do in-class writing assignments **on your own**, and your instructor will clearly tell you which work you are to complete individually, without advice from other students.

BCIT POLICIES

As a BCIT student, you should familiarize yourself with the following BCIT policies and the procedures used in applying them:

Conduct and Attendance Policy: BCIT is committed to creating and maintaining an environment that is conducive to learning. In doing so, students are expected to conduct themselves appropriately at all times, respecting other people's rights, property, environment, health and safety, and are held responsible for their own and collective actions. See page 2 of the 1997-98 Full-time Calendar for more information about this policy.

Harassment and Discrimination Policy: BCIT and its management, together with the unions and the Student Association, are committed to providing an environment where the individual differences of all students and employees are valued and respected --one

BCIT POLICIES (Continued)

free from harassment and discrimination. See the Full-time Calendar for more information about this policy.

This is not a complete list of all BCIT policies relating to students. Other policies, including Reassessment and Appeal Policy and Freedom of Information Policy, are outlined in the BCIT Full-time Calendar. Check with your program head if you have any questions about policies that are specific to your program.

TERM CLASS SCHEDULE

I will provide a separate schedule that provides week-to-week information on the dates, topics, and skills and structures.

COMM 0004 INTERNATIONAL SCHEDULE

WEEK	TOPIC	WRITING	STRUCTURES
1			
Jan. 8, 10, 12	**Begin Module 1** Introduction to the Course. Getting to Know Each Other.	**ASSIGNMENT #1** WRITING A PERSONAL DESCRIPTION	*Types of Sentences, Incomplete/Incorrect, Types of Fragments*
2			
Jan. 15, 17, 19	Getting to Know Students in Technical & Business Programs.	**ASSIGNMENT #2** COMPARING STUDENTS	*Writing Paragraphs, Supporting Details, Main Idea Sentences.*
3			
Jan. 22, 24. 26	**Complete Module 1.** **Begin Module 2.** Finding Out About BCIT.	**ASSIGNMENT #3** DESCRIBING YOUR CURRENT EXPERIENCES	*Prepositions, Subject/Verb Agreement.*
		HOMEWORK ASSIGNMENT #4 COMPARING PAST EDUCATIONAL EXPERIENCES	*Count / Non-Count Nouns, Vocabulary of Comparison.*
4			
Jan. 29, 31 Feb. 2	Learning How to Write a Description of a Technical Nature.	**ASSIGNMENT #5** DESCRIBING AND COMPARING TWO LOCATIONS	*Outlining Paragraphs, Sequence of Adjectives*
5			
Feb. 5, 7, 9	Continued Work on Making Comparisons. Revision for Mid-Term Exam.	**ASSIGNMENT #6** COMPARING WORK-RELATED ITEM (POINT-BY-POINT)	*Alternate Structures for Comparatives.*
		HOMEWORK ASSIGNMENT #7 PERSONAL REASONS AND CLARIFICATIONS	*Making a Point Through The Use of Additional Details.*

COMM 0004 INTERNATIONAL SCHEDULE

WEEK	TOPIC	WRITING	STRUCTURES
6			
Feb. 12, 14, 16	**Mid-Term Exam. Work in Module 3** Classifying Programs at BCIT. Practice using the Language of Classification.	**ASSIGNMENT #8** USING A CLASSIFICATION TREE	*Testing. Introduction to the Language of Classification*
7			
Feb. 19, 21, 23	Writing About What Others Have Suggested.	**ASSIGNMENT #9** WRITING REPORTED SPEECH	*Direct / Reported Questions and Statements. Passive / Active Voice.*
8			
Feb. 26, 28 Mar. 2	Giving Step-By-Step Instructions on Paper .	**ASSIGNMENT #10** WRITING CLEAR INSTRUCTIONS	*Language of Sequencing.*
9			
Mar. 5, 7, 9	**Oral Presentations** Improving You Chances of Success.	**ASSIGNMENT #11** JUSTIFYING YOUR CHOICES	*Expressing Broader Information and Justifying.*
10			
Mar. 12, 14, 16	**Complete Module 3.** Summary of Course Goals. Revision for Exam. **Final Exam on Mar. 16**	**ASSIGNMENT #12** CHOOSING A PRE-WRITING STRATEGY (PERSONAL INFORMATION)	*Evaluating the Work of Others.*