

FEB 18 1997

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY COURSE OUTLINE

COURSE NAME: INTRODUCTION TO BCIT FOR EAL STUDENTS

COURSE No: COMM 0004 **DATE:** Jan. 14 - April 24, 1997

DEPARTMENT: Comm **TAUGHT TO:** Pre-Entry

CREDITS: N/A **HRS/WK:** 6

NO. OF WEEKS: 14 **TOTAL HOURS:** Eighty-four

INSTRUCTOR: Kathy McTaggart

OFFICE: SW2-253 **OFFICE HOURS:** By Appointment

PHONE: 451-6891

COURSE DESCRIPTION

If your first language is not English, and your language skills need upgrading before you can enrol in COMM 0005, this course is for you. It includes the speaking, listening, writing, and reading skills needed to carry out writing and speaking tasks in COMM 0005 and in other BCIT courses.

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 classification, cause and effect, comparison and contrast, and process descriptions.

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. Follow-up activities include the reading, speaking, writing, and listening tasks requiring the use of these structures.

Successful completion of this course will give you the speaking, writing, reading, and listening skills you need to succeed in COMM 0005. A grade of 65% in this course meets the prerequisite for COMM 0005.

EVALUATION

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

COURSE ASSIGNMENTS

Writing Assignments

You will write a minimum of 11 graded assignments for this course. All of these will be done in the class. In addition, you will be given homework from time to time to help you practice the skills you learn in class. Anyone wanting extra practice should see me about additional homework.

You are required to complete all assignments -- practice and graded -- for this course as well as write the midterm and the final.

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.

Unless you have obtained an extension before the due date, you will be assessed a late penalty of 10 % per day for late assignments. Assignments received three working days after the due date will receive comments but no grade.

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.

Professionalism

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 a 5 % grade for professionalism and participation. To get a full 5 % for professionalism and participation, you'll have to

- submit all assignments on time or obtain an extension before the deadline
- 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% 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 Module 1 and Module 2:

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

Your instructor will give you handouts on course topics and will provide BCIT materials such as brochures and calendars.

REQUIRED TEXTS AND EQUIPMENT (cont.)

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
- pen, black or blue ink only
- liquid paper or other means of making corrections neatly
- a stapler.

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 LEARNING GROUPS

The members of your learning group should exchange phone numbers and schedules so you can meet outside of class.

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 also 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 free from harassment and discrimination. See page a2 of the 1997-98 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 1997-98 Full-time Calendar. Check with your program head if you have any questions about policies that are specific to your program.

CLASS SCHEDULE FOR FIRST HALF OF COURSE (2ND HALF TBA)

CLASS	TOPIC	LANGUAGE SKILL	STRUCTURE
1 (Jan 14)	Placement Test		
2 (Jan 16)	Getting to Know Students in Technical Programs	Introduction to the course and the class	
3 (Jan 21)	Getting to Know Students in Technical Programs	Class will be rescheduled due to instructor's illness	-sentence structure -types of sentences -incomplete/incorrect sentences -types of fragments
4 (Jan 23)		Activities 1 - 5: Module 1 DESCRIBING students EDITING sentences	
5 (Jan 28) & 6 (Jan 30)	Getting to Know the Class	Activities 6 - 12: Module 1 DESCRIBING COMPARING Assignment #1: writing description sentences Assignment #2: writing a comparison paragraph	-paragraphs -main idea sentences -supporting details -writing paragraphs
7 (Feb 4)	Finding out about BCIT	CLASSIFYING Assignment #3: writing a classification paragraph	-simple present tense -conjunctions
8 (Feb 6)	Finding out about Admission to BCIT	SEQUENCING Assignment #4: writing a sequencing paragraph	-sequencing phrasing -instructions -conjunctive adverbs
9 (Feb 11) & 10 (Feb. 13)	Exploring Technology and Trades	DESCRIBING A PROCESS WRITING INSTRUCTIONS Assignment #5: writing a process description	-linking words & phrases -subject verb agreement
11 (Feb. 17)	Midterm Exam		-reviewing all language skills learned to date