

BCIT COMMUNICATIONS 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

MAY 11, 1999

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY COURSE OUTLINE

COURSE NAME: INTRODUCTION TO BCIT FOR EAL STUDENTS

COURSE NUMBER: COMM 0004 **DATES:** May 11, 1999 to August 12, 1999

DEPARTMENT: COMMUNICATION

TAUGHT TO: Pre-Entry International **HRS/WK:** 6.25 / 14

SPECIFICS:

<u>DAY</u>	<u>TIME</u>	<u>ROOM</u>
Tuesdays	09:00 - 12:00	NE1 - 201
Thursdays	08:30 - 11:45	NE1 - 201

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

OFFICE HOURS: By Appointment Only **PHONE:** 542-6197

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

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 prerequisite requirement for COMM 0005.

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.

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.

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.

PRE-ENTRY COMM 0004

BCIT COURSE SCHEDULE

WEEK	TOPIC	WRITING	STRUCTURES
1			
May 11 and May 13	Begin Module 1 Introduction to the Course Getting to Know Each Other	ASSIGNMENT #1 WRITING A PERSONAL DESCRIPTION	Sentence Structure, Types of Sentences, Incomplete/Incorrect, Types of Fragments
2			
May 18 and May 20	Getting to Know Students in Technical & Business Programs	ASSIGNMENT #2 COMPARING STUDENTS	Writing Paragraphs, Supporting Details, Main Idea Sentences
3			
May 25 and May 27	Complete Module 1 Begin Module 2 Getting to Know the Class	ASSIGNMENT #3 DESCRIBING EDUCATIONAL EXPERIENCES	Prepositions, Subject/Verb Agreement
4			
June 1 and June 3	Finding Out about BCIT	ASSIGNMENT #4 COMPARING EDUCATIONAL EXPERIENCES	Count / Non-Count Nouns, Vocabulary of Comparison
5			
June 8 and June 10	Learning How to Write Description of a Technical Nature	ASSIGNMENT #5 DESCRIBING AND COMPARING TWO LOCATIONS	Outlining Paragraphs, Structuring Comparatives
6			
June 15 and June 17	Making Comparisons	ASSIGNMENT #6 COMPARING BCIT & UBC USING POINT-BY-POINT FORM	Language of Evaluation, Classification
7			
June 22 and June 24	Revision and Exam	NO ASSIGNMENT: MIDTERM EXAM WEEK	

WEEK	TOPIC	WRITING	STRUCTURES
8			
June 29 and July 1 HOLIDAY	Complete Module 2 Improving Your Study Skills	ASSIGNMENT #7 PERSONAL REASONS AND CLARIFICATIONS	Passive / Active Voice
9			
July 6 and July 8	Work in Module 3 Classifying Programs at BCIT	ASSIGNMENT #8 USING A CLASSIFICATION TREE	Listing Structures, Parallel Structure
10			
July 13 and July 15	Writing About What Others Have Suggested	ASSIGNMENT #9 WRITING REPORTED SPEECH	Direct / Reported Questions and Statements
11			
July 20 and July 22	Giving Step-By-Step Instructions on Paper	ASSIGNMENT #10 WRITING CLEAR INSTRUCTIONS	Language of Sequencing
12			
July 27 and July 29	Improving Your Chances of Success	ASSIGNMENT #11 JUSTIFYING YOUR CHOICES	Expressing Broader Information and Justifying
13			
August 3 - August 5	Oral Presentations Summary of Course Goals	HOMEWORK: ASSIGNMENT #12 CHOOSING A PRE- WRITING STRATEGY	Evaluating the Work of Others
14			
August 10 - August 12	Revision and Exam	NO ASSIGNMENT: FINAL EXAM WEEK	General Review of Pre- Writing Strategies