The campuses of Thompson Rivers University are located on the traditional and unceded territory of the Secwepemc Nation within Secwepemcul'ecw. As we share knowledge, teaching, learning and research within this university, we recognize that this territory has always been a place of teaching, learning and research.

We respectfully acknowledge the Secwepemc—the peoples who have lived here for thousands of years, and who today are a Nation of 17 Bands.

We acknowledge Tk’emlúps te Secwepemc.

We acknowledge T'exelcemc and Xat'súll.

We acknowledge the many Indigenous peoples from across this land.

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# ESAL 0970- 01

Advanced English for Human Resources 1 (4,0,0) - 3 credits

**Term:**  Fall, 2020

**Day/Time:**  M/T/W/R 10:30 - 11:20 AM

**Building/Room:**  Moodle

**Instructor:** Kathryn Dunn

**Email:** dunnk11@mytru.ca

**Phone:** 250-852-0000

**Office Location:** Moodle – Big Blue Button

**Office Hours:** T/R 9:00-10:00 AM or by appointment

## Calendar Description

The purpose of this course is to support English as a Second Language students who are planning to enter or who are currently enrolled in human resource management related courses. This course offers the opportunity to work on all four basic communicative skills (listening, speaking, reading, and writing) while using the vocabulary and specialized requirements of human resource management. Students develop and apply advanced technological skills as well.

## Educational Objectives/Learning Outcomes

Students will:

1. Compose a company review
2. Demonstrate knowledge of the stages of recruitment
3. Create a Job ad, job description, and person description for a specific position
4. Develop effective interview strategies

## Prerequisites.

* ESAL 0580 with C+ or better OR placement according to an English Placement Test
* Conditional acceptance to a postbaccalaureate program

## Required Texts/Materials/Activities

Sandford, George. *Cambridge English for Human Resources*. Cambridge: Cambridge University Press, 2011.

Additional resources will be available on the Moodle site.

## Student Evaluation & Assessment

Company Review Assignment 15%

Recruitment Project 30%

* + Company Description
  + Job Description
  + Job Ad

Selection Project 30%

* + Interview email/phone call
  + Interview presentation

Training Plan Assignment 15%

Discussion Forum Participation 10%

## ESL Department Attendance Policy

In normal circumstances, registered students who are absent for more than 10% of allotted class time will be considered to have withdrawn from the course. In such cases, a DNC may be assigned by the instructor.

## Topics Covered/Course Content

* Business English in HR
* Strategy and Planning
* Recruitment
* Selection
* Training

## Methods for Prior Learning Assessment and Recognition

As per TRU policy ED 2-0, available at [www.tru.ca/\_\_shared/assets/PLAR5678.pdf](http://www.tru.ca/__shared/assets/PLAR5678.pdf)

## Use of Technology

This course will be delivered through alternate modes, away from face-to-face classroom instruction.

In this class we will use the following modes of instruction:

* Moodle
  + Big Blue Button
  + Assignment Drop Box
  + Discussion Forums
  + Uploading files (e.g. PowerPoints, etc.)
  + Other within Moodle

We will also use:

* Email  (using student’s MyTRU email addresses)
* Phone

## Grading

Thompson Rivers University (TRU) uses a standard letter grading system. All final official grades for this course will be assigned and recorded according to the standard letter grade system below.

| **Letter Grade** | **Numerical Grade** | **Grade Points** | **Letter Grade Definitions** |
| --- | --- | --- | --- |
| A+  A  A- | 90-100  85-89  80-84 | 4.33  4.00  3.67 | Excellent. Superior performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression. |
| B+  B  B- | 77-79  73-76  70-72 | 3.33  3.00  2.67 | Very Good. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies. |
| C+  C | 65-69  60-64 | 2.33  2.00 | Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline. |
| C- | 55-59 | 1.67 | Pass. Some understanding of principles and facts but with definite deficiencies. |
| D | 50-54 | 1.00 | Minimal Pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject. |
| F | 0-49 | 0.00 | Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary. |
| DNC |  | 0.00 | Did not complete the course, less than 50% of course work completed or mandatory course component(s) not completed. No official withdrawal. |

For further information, refer to TRU policy ED 3-5 available at: [www.tru.ca/\_\_shared/assets/ED\_3-5\_Grading\_Systems35364.pdf](http://www.tru.ca/__shared/assets/ED_3-5_Grading_Systems35364.pdf)

## Educational Policies

All TRU courses must comply with official TRU Policies.

The policies identified below contain important information about student responsibilities in this course.

**Policy BRD 10-0 Academic Accommodation and Services for Students with Disabilities**

**Policy ED 3-1 Student Attendance**

**Policy ED 3-9 Examinations**

**Policy ED 4-0 Student Academic Appeals**

**Policy ED 5-0 Student Academic Integrity**

These policies can be found at [www.tru.ca/policy.html](http://www.tru.ca/policy.html), along with the full list of TRU policies.