

COURSE SYLLABUS



COURSE TITLE: ELD 062 Intermediate English Read/Write

CLASS SECTION: BX01

TERM: Fall 2023

COURSE CREDITS: 0

DELIVERY METHOD(S): In class face-to-face

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-faqs-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.

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

NAME: Debra Lewis

EMAIL: lewisd@camosun.bc.ca

OFFICE: Ewing 206

HOURS: Monday, Tuesday, Wednesday 8.30-12.20, Wilna Thomas 201

Thursday 8.30-10-20, Ewing 110 (Lab)

Thursday 10.30-12-20, Ewing 346

OFFICE HOURS: Monday - Thursday 12.30-1.00 or by appointment

Your instructor will assign **four** hours of independent learning (asynchronous hours) each week. You must do the assigned tasks within each week. You can do this work when it is convenient for you, but you must complete the assigned work according to your instructor's instructions.

Course hours per week: 20 hours: 16 hours direct instruction (synchronous teaching) and 4 hours of independent learning (asynchronous learning). Your instructor will monitor your independent learning.

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.

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CALENDAR DESCRIPTION

In this integrated skills course, non-native speakers are introduced to intermediate reading and writing skills using an expanded range of vocabulary in partly familiar, moderately demanding, occasionally supported contexts. Students can expect to progress from Canadian Language Benchmark 6 to 7. By the end of this course, students will be working at Canadian Language Benchmark 7. Students who complete this course and ELD 062 will be prepared for Advanced ELD courses and selected courses at the college level.

PREREQUISITE(S): COM in ELD 052

CO-REQUISITE(S): None

EXCLUSION(S): None

COURSE LEARNING OUTCOMES / OBJECTIVES

Reading

- Interpret a range of moderately complex texts in relevant, partly familiar situations with concrete, abstract and some specialized language and possible visual support in moderately demanding contexts.

Writing

- Summarize key information from a variety of sources.
- Write moderately complex texts and paragraphs about familiar, concrete topics relevant to personal interests and experiences in moderately demanding contexts.

The following sub-outcomes include tasks, assignments, and assessments for the Learning Outcomes.

Reading

1. Understand a range of moderately complex social messages (such as announcements, cancellations of arrangements, or apologies).
2. Understand moderately complex instructions and instructional texts where sequence is inferred.
3. Locate and use information from moderately complex formatted texts (such as tables, schedules, or course calendars) or business or service texts.
4. Understand the purpose, main ideas, key information, specific details, facts, opinions, and implied meanings in moderately complex concrete and abstract descriptive or narrative texts.
5. Access, interpret, and compare several pieces of information from print or internet sources.

Writing

1. Reduce a page of information to an outline or summary.
2. Complete moderately complex forms with detailed personal information (such as job application or medical forms).
3. Write business or service correspondence requesting information and/or complaining.

4. Write a compare/contrast paragraph.
5. Write a cause/effect paragraph.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- a) *Ten Steps to Building College Reading Skills/Ten Steps Plus Online Access*, Edition 6, John Langan
- b) *Ready to Write 2 (with online resources)*, 5th Edition, Blanchard & Root

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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	OTHER NOTES
1/September 5-7	Introductions; Diagnostic Testing; Introduction to Emails; Grammar Revision; Reading Strategies; Introduction to Emails; Grammar Revision: Parts of Speech	Monday September 4 is a Public Holiday, <i>Labour Day</i> .
2/ September 11-14	Ten Steps Ch. 2: Vocabulary in Context; Formal Emails; Introduction to Paragraphs; Sentence Structure; Ten Steps Ch. 2: Vocabulary in Context; Formal Emails; Paragraph Structure & Pre-writing; Simple & Compound Sentences; Correcting Writing	
3/ September 18-21	Ten Steps Ch. 3: Main Ideas; Comparison Paragraphs; Complex Sentences; Ten Steps Ch. 4: Supporting Details; Comparison & Contrast Paragraphs; Comparison Grammar Patterns	
4/ September 25-28	Ten Steps Ch. 5: Locations of Main Ideas; Comparison Paragraph; Sentence Structure Revision; Ten Steps Ch. 5: Locations of Main Ideas; Internet Search for Information; Contrast Grammar Patterns	
5/October 3-5	Ten Steps Ch. 6: Relationships I; Contrast Paragraphs; Comparison & Contrast Patterns; Ten Steps Ch. 7: Relationships II; Cause & Effect Paragraphs; Cause/Effect Grammar Patterns	Monday October 2 is a Public Holiday, <i>Truth and Reconciliation</i> .
6/ October 10-12	Ten Steps Ch. 8: Inferences; Cause & Effect Paragraphs; Cause/Effect Grammar Patterns; Ten Steps Ch. 8: Inferences; Cause & Effect Paragraphs; Cause/Effect Grammar Patterns	Monday October 9 is a Public Holiday, <i>Thanksgiving</i> .
7/ October 16-19	Ten Steps Ch. 9: Implied Main Ideas; Cause & Effect Paragraphs; Cause/Effect Grammar Patterns; Ten Steps Ch. 10: The Basics of Argument; Cause & Effect Paragraphs; Cause/Effect Grammar Patterns	
8/ October 23-26	Final Interviews	

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

Your mark will be based on a variety of assignments and assessments given over the course of the semester. You must complete all assignments and submit them on time. **You need to obtain 60% in both the reading and in the writing assessments to pass ELD 062.** Participation, out-of-class assignments, and quizzes are not included in this calculation.

SCHOOL OR DEPARTMENTAL INFORMATION

Grading: <https://camosun.ca/registration-records/student-records/camosun-grading-systems>

ELD: <https://camosun.ca/programs-courses/find-program/english-language-development>

Advanced Level ELD courses use the Standard Grading System (GPA). ELD 097 uses the following grading system.

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

EVALUATION OF LEARNING

Reading (= 50% of final mark)	Writing (= 50% of final mark)
Chapter tests – 40%	Paragraph 1 – 10%
Mid-term reading test – 25%	Paragraph 2 – 20%
Final reading and summary test – 30%	Paragraph 3 - 25%
Independent learning, AWL, homework, participation – 5%	Paragraph 4 - 30%
	Grammar quiz – 10%

	Independent learning, emails, homework, participation – 5%
Total – 100% of reading mark	Total – 100% of writing mark

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>

COURSE GUIDELINES & EXPECTATIONS

Students are responsible for

- attending classes regularly (see “Attendance” below)
- speaking English in class
- participating in discussions and group activities
- doing assigned homework and in-class work
- contributing to a positive learning environment
- turning off cell phones
- going to the Help Centre for extra help

Attendance

Students are expected to attend class every day, participate in class discussions and group activities, complete assignments, and homework.

If you cannot come the day of a test because you are sick, you **MUST** phone or email the instructor before the class starts.

Makeup tests will only be considered with a valid excuse and with sufficient notification.

If a student does not attend classes and does not officially withdraw (via myCamosun or Student Services) prior to fee deadlines, he or she will be required to pay all outstanding fees, will receive no further service until the fees are paid and may receive an IP grade.

During the term, if a student misses one week of class without official documentation, s/he will meet first with the instructor to resolve the problem. If no resolution can be made, then the student will meet with the Chair of the department who may recommend the following:

- attend Help Centre
- counselling
- program changes
- withdrawal
- discussion with an academic or an International Student Advisor (where appropriate)

At the end of term, if a student has missed 50% of class after having received departmental support, a letter will be sent to the student’s local and permanent address regarding his or her absence in the course. A student with an attendance problem may not be allowed to register for the following term.

Students in any level who are receiving funding for their courses are expected to attend classes regularly. If the student is unable to attend classes, s/he is expected to contact his/her instructor(s) or an ELD instructional assistant. Official documentation is expected with an extended absence, e.g. a doctor's note.

STUDENT RESPONSIBILITY

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

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	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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.

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.

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>.

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.

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. To contact the Office of Student Support: 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.