

# COURSE SYLLABUS



COURSE TITLE: ELD 054 Engl Essentials Reading / Writing  
CLASS SECTION: 052 BX01  
TERM: Winter 2024  
COURSE CREDITS: 0  
DELIVERY METHOD(S): In person at Interurban Campus

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

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. For details on these measures 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 me. If needed, alternatives will be discussed.

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*Camosun College requires mandatory attendance for the first class 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

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NAME: Lynnea Jackson  
EMAIL: [jacksonl@camosun.bc.ca](mailto:jacksonl@camosun.bc.ca)  
PHONE: 250-370-4971  
OFFICE: CBA 137

OFFICE HOURS: 12:30-1:30, M-TH or by appointment

I will assign **two** 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 the assignment instructions.

**Course hours per week:** 10 hours: 8 hours direct instruction (synchronous teaching) and 2 hours of independent learning (asynchronous learning). I will monitor your independent learning and record your completed assignments.

*As your course instructor, I will work 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 delay success.*

## CALENDAR DESCRIPTION

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In this integrated skills course, non-native speakers are introduced to intermediate listening and speaking skills using an expanded range of vocabulary in partly familiar, moderately demanding, occasionally supported contexts. Students can expect to progress from Canadian Language Benchmark 5 to 6. By the end of this course, students will be working at Canadian Language Benchmark 6. Students who complete this course and ELD 054 will be prepared for Advanced ELD courses and selected courses at the college level.

**PREREQUISITE(S):** COM in ELD 042      **CO-REQUISITE(S):** None      **EXCLUSION(S):** None

## COURSE LEARNING OUTCOMES / OBJECTIVES

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### Reading

- Interpret moderately complex texts in relevant, mostly familiar situations with mostly concrete but some abstract language and possible visual support in moderately demanding contexts.

### Writing

- Reduce information from a variety of sources to key points.
- Write simple to moderately complex texts and paragraphs about familiar, concrete topics related to daily life and experiences in moderately demanding contexts.

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

### Reading

1. Understand moderately complex social messages (such as invitations, compliments, likes, dislikes, or preferences).
2. Understand moderately complex, step-by-step instructions and instructional texts.
3. Locate and use information from moderately complex formatted business or service texts (such as tables, schedules, brochures, or posters).
4. Understand the purpose, main ideas, key information, specific details, facts, opinions, and implied meanings in moderately complex, mostly descriptive or narrative texts.
5. Access, locate, and use information from print or internet sources.

### Writing

1. Write absence, personal update, thank-you, and apology email messages.
2. Reduce written information to a list of main points.
3. Complete moderately complex forms with detailed personal information.
4. Write a narrative paragraph.
5. Write a process paragraph.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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1. **Active Skills 3**, 2nd Edition, Laurie Blass, and Mari Vargo, 2017
2. **Great Writing 2, Great Paragraphs**, 5<sup>th</sup> Edition, Keith Folse, 2019
3. **Longman Dictionary of Contemporary English** (Optional)
4. A three-ring binder and loose-leaf paper
5. Optional: a laptop or a desktop computer, Microsoft Word 10, a printer, a camera, and a microphone.

You can borrow a laptop from Camosun for the term. Go to **D2L / 052 / Content / Student Supports & Technology / Laptop Loans**

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

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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
Jan 8 <sup>th</sup> – April 19 <sup>th</sup> , 2024	Classes 10:30-12:20	M, T, &W: CBA 102 TH: CBA 144 (Lab)
Sunday, Jan. 14 <sup>th</sup>	Drop Deadline – 80% Refund Deadline* - Courses dropped after this date are ineligible for refund	
Monday, Feb. 19 <sup>th</sup>	Family Day	College closed
Tuesday, Feb. 20 <sup>th</sup> – 23 <sup>rd</sup>	Reading Break	No Classes – College Open
Feb. 29 <sup>th</sup> – March 4 <sup>th</sup>	Midterm Feedback	See D2L for details
Friday, March 29 <sup>th</sup>	Good Friday	No Class - College closed
Monday, April 1 <sup>st</sup>	Easter Monday	No Class - College closed
Saturday, April 13 <sup>th</sup>	Last day to withdraw without academic penalty	
April 10 <sup>th</sup> -April 17 <sup>th</sup>	Final Tests and Retesting	See D2L for details
Thursday, April 19 <sup>th</sup>	Last Day of Term & Final Reports Mailed out in D2L Email	See D2L for details

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 noticed 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>

## EVALUATION OF LEARNING

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To complete 052, a student must get a mark of at least 75% (or S=Satisfactory) on the learning outcomes in each skill area (reading and writing). At the end of the term, the student will receive a grade based on the Competency Grading System which is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum, or field placement.
NC	The student has not met the goals, criteria, or competencies established for this course, practicum, or field placement.

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

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### 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**

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

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](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.