

COURSE SYLLABUS



COURSE TITLE: ELD 056 – ELD for Health Care Assistant

CLASS SECTION: BX01

TERM: Fall 2024 – Spring 2025

COURSE CREDITS: 0

DELIVERY METHOD(S): in-person 12:00 – 2:20 PM Mon-Thurs
Mon, Tues, Thurs CHW 233, Wed CBA 283

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən 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 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: Sara Wynne
EMAIL: wynnes@camosun.ca
OFFICE: CBA 136
HOURS: Mondays 11:00 AM – 12:00 PM
Wednesdays 2:30 – 3:30 PM
Fridays by appointment

Course hours per week: 10 hours direct instruction

As your course instructors, we endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with us. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course for non-native English speakers provides language development and support for students studying the Health Care Assistant program. It concentrates on vocabulary, pronunciation, listening, reading, and writing skills necessary for students to be successful on the job and at school.

PREREQUISITE(S): Meet the standardized English-language proficiency test scores

CO-REQUISITE(S): None

EXCLUSION(S): None

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of the ESL portion of the ESL-HCA Combined Skills program (ELD 056) the learner will be able to use the English language to:

1. Communicate effectively with individuals or groups within community and institutional health-care settings
2. Demonstrate understanding of key information and instructions within community and institutional health care settings
3. Read and comprehend information relevant to the HCA role
4. Convey information in writing in a clear and coherent manner and
5. Demonstrate an understanding of Canadian culture, as related to HCA work requirements.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Sorrentino's Canadian Textbook for the Support Worker ISBN 9780323709392

Integrating a Palliative Approach: Essentials for Personal Support Workers 2nd Ed. ISBN 9781926923161

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.

TERM	HCA Topic	ELD Topic and Activities	OTHER NOTES
Fall 2024 (Oct. 7 – Dec. 20)	Orientation HCA 130 Interpersonal Communication HCA 140 Lifestyle Choices HCA 150 Common Health Challenges HCA 161 Personal Care Skills 1 HCA 110 Concepts for Practice	Module 1: Study Skills S/L/R/W Assessment 1 Module 2: Interacting with Clients S/L/R/W Assessment 2	<i>See detailed timetable for dates.</i>
Winter 2025 (Jan. 6 – Mar. 14)	HCA 110 Concepts for Practice HCA 130 Interpersonal Communication HCA 150 Common Health Challenges HCA 154 Cognitive & Mental Challenges HCA 161 Personal Care Skills 1	Module 3: Research and Presentations S/L/R/W Assessment 3 Module 4: Giving and Following Instructions S/L/R/W Assessment 4	<i>See detailed timetable for dates.</i>
Spring 2025 (Mar. 31 – Jul. 25)	HCA 110 Concepts for Practice HCA 120 Introduction to Practice HCA 150 Common Health Challenges HCA 154 Cognitive & Mental Challenges HCA 162 Personal Care Skills 2	Module 5: Workplace Communication S/L/R/W Assessment 5 Module 6: Complaints and Warnings S/L/R/W Assessment 6 Module 7: Job Hunting Skills S/L/R/W Assessment 7	<i>See detailed timetable for dates.</i>

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. Deadline scan 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

To complete ELD 056, a student must be successful in **EACH** skill area (listening, speaking, 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.

DESCRIPTION	WEIGHTING
Speaking Assessments	25%
Listening Assessments	25%
Reading Assessments	20%
Writing Assessments	20%
Participation and Attendance	10%
TOTAL	100%

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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Generative AI

This course will help you further develop your critical thinking and English language skills. In your marked assignments, you will demonstrate your developing fluency in English with your own work. You are not permitted to use generative artificial intelligence (Gen-AI) tools such as ChatGPT or Grammarly. Using Gen-AI will limit your ability to meet the course outcomes. If you have questions about the definition or use of Gen-AI, please ask your instructor.

Academic Integrity and Plagiarism

You must complete all your assignments in your own words. Work that you have copied from another source, including translation software or another person, is plagiarism. This is the theft of another person's ideas, writing, or work. Any quotations or references that come from another source must be cited.

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. 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, they are expected to contact their instructor(s). Official documentation is expected with an extended absence, e.g. a doctor's note.

If you cannot come the day of a test because you are sick, email the instructors **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.

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

Support Service	Website
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.