

COURSE SYLLABUS



COURSE TITLE: ELD 062 Intermediate Engl Read/Write

CLASS SECTION: BX03

TERM: Fall 2024

COURSE CREDITS: 0

DELIVERY METHOD(S): **In class 8:30 am -10:10 am-CBA building**

Tuesday, Wednesday and Thursday: CBA 116; AND Monday CBA 144 (lab day)

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](#).

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: Amie Sondheim

EMAIL: sondheima@camosun.ca

PHONE: 250-370-4968

OFFICE: CBA 136

OFFICE HOURS: After 12:30 pm Monday-Thursday (by appointment)

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.

Your instructor 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 your instructor's instructions.

Course hours per week: 10 hours: 8 hours direct instruction (synchronous teaching) and 2 hours of independent learning (asynchronous learning). Your instructor will monitor your independent learning.

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 064 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) Ready to Write 2: Perfecting paragraphs 5th edition by Karen Blanchard and Christine Root. ISBN 978-0-13-439932-4.
- b) ELD 062 Vocabulary Building and Reading and Writing Skills Course pack by Amie Sondheim
- c) Binder with paper for notetaking and handouts

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
Week 1 Sept 3-6	Intro to the course and “get to know you” exercises. Ready To Write 2: Chapter 1 Getting Organized (Weekend Assignment) Assessment Reading and Writing diagnostic tests	The diagnostic tests are not for marks. They are for your teacher to gather information on you as a learner.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 2 Sept 9-13	<p><i>Understanding Paragraphs and Time Transitions</i></p> <p>a) Unit 1 Course Pack: Relationships and Time Transitions b) Ready To Write 2: Chp 2 (Paragraphs)</p>	
Week 3 Sept 16-20	<p><i>Understanding Paragraphs and Time Transitions</i></p> <p>a) Unit 1 Course Pack: Relationships and Time Transitions b) Ready To Write 2: Chp 3 (Time Order)</p> <p>Assessment Reading Test 1 - Review Course Pack Unit 1 and vocabulary for this test</p>	
Week 4 Sept 23-27	<p><i>Writing Process and Time Transitions</i></p> <p>a) Unit 2 Course Pack: General Reading Skills and Time Transitions b) Ready To Write 2: Chp. 6 Understanding the Writing Process</p> <p>Assessment In-Class Paragraph Writing 1</p>	
Week 5 Sept 30- Oct 4	<p><i>Finding Main Ideas and Details and Summarizing</i></p> <p>a) Unit 3 Course Pack: Finding Main Ideas and Details b) Ready To Write 2: Chp 13 Writing Summaries</p> <p>Assessment Reading Test 2 – In lab CBA 144 October 2</p>	<p>Oct. 2 – College is closed in lieu of Orange Shirt Day No Class</p>
Week 6 Oct 7-11	<p><i>Finding Main Ideas and Details and Summarizing</i></p> <p>a) Unit 3 Course Pack: Finding Main Ideas and Details b) Ready To Write 2: Chp 13 Writing Summaries</p> <p>Assessment In-Class Paragraph Writing 2 – Focus on Summarizing</p>	
Week 7 Oct 14- 18	<p><i>Giving an example and Writing E-mails</i></p> <p>a) Unit 4 Course Pack: Examples and Illustrations b) Ready to Write 2: Chp. 14 Writing Business Letters</p> <p>Assessment Reading Test 3 - In lab CBA 144 October 16</p>	<p>Thanksgiving Monday, Oct 14 No Class</p>
Week 8 Oct 21-25	<p><i>Compare and Contrast</i></p> <p>a) Unit 5 Course Pack: Compare and Contrast b) Ready to Write 2: Chp. 11 Compare and Contrasting</p> <p>Assessment In-Lab Writing 3 – Focus on Writing a formal E mail</p>	

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 9 Oct 28- Nov 1	<p><i>Compare and Contrast</i> a) Unit 5 Course Pack: Compare and Contrast b) Ready to Write 2: Chp. 11 Compare and Contrasting</p> <p>Assessment Reading Test 4 - Review Reading 1 from Unit 5 of Course Pack for this test</p> <p>In-Class Writing 4 – Focus on Compare and Contrast</p>	
Week 10 Nov 4-8	<p><i>Compare and Contrast</i> a) Unit 5 Course Pack: Compare and Contrast b) Ready to Write 2: Chp. 11 Compare and Contrasting</p> <p>Assessment Reading Test 5 - Review The World of Work Readings 2 and 3 of Unit 5 of Course Pack for this test</p>	
Week 11 Nov 11-15	<p><i>Cause and Effect</i> a) Unit 6 Course Pack: Cause and Effect b) Ready to Write 2: Chp. 12 Cause and Effect</p> <p>Assessment In-Class Writing 5 – Focus on Compare and Contrast</p>	Nov. 11 College is closed in lieu of Remembrance Day No class
Week 12 Nov 18-22	<p><i>Cause and Effect</i> a) Unit 6 Course Pack: Cause and Effect b) Ready to Write 2: Chp. 12 Cause and Effect</p> <p>Assessment In-Class Writing 6 – Focus on Cause and Effect</p>	
Week 13 Nov 25-29	<p><i>Cause and Effect</i> a) Unit 6 Course Pack: Cause and Effect b) Ready to Write 2: Chp. 12 Cause and Effect</p> <p>Assessment In Class Writing 7 – Focus on Summary</p>	
Week 14 Dec 2-6	<p><i>Cause and Effect</i></p> <p>Assessment Reading Test 6 In-Class Writing 8 – Focus on Cause and Effect</p>	
Week 15 Dec 9-13	<p>Assessment Retesting will be allowed for specified students during this final week. Students will be contacted by their instructor if they are needed to do any make-up tests.</p>	Final reports go out this week.

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 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 064, a student must get a mark of at least 75% (or S=Satisfactory) on the learning outcomes in each skill area (listening and speaking). 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
Writing Outcomes	50%
Reading Outcomes	50%
	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

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

Support Service	Website
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.