

# COURSE SYLLABUS



COURSE TITLE: ELD-020 English Basics 2  
CLASS SECTION: BX01  
TERM: 2023W  
COURSE CREDITS: 0  
DELIVERY METHOD(S): In-person with asynchronous hours

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. 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.

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*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

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**NAME:** Amie Sondheim  
**EMAIL:** [sondheima@camosun.ca](mailto:sondheima@camosun.ca)  
**OFFICE:** CBA 136  
**Office HOURS:** 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 plan 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.*

**Term Dates:** Monday, January 9<sup>th</sup>, 2023 – Friday, April 21, 2023

Schedule		
Day	Time	Place
Monday	8:30–12:10	CBA 125
Tuesday	8:30–12:10	CBA 144 (Lab)
Wednesday	8:30–12:10	CBA 125
Thursday	8:30–12:10	CBA 125

## CALENDAR DESCRIPTION

In this integrated skills course, non-native English speakers are introduced to basic listening, speaking, reading and writing skills using limited vocabulary in familiar, non-demanding, well-supported contexts. Students can expect to progress from Canadian Language Benchmark 1 to 2. By the end of this course, students will be working at Canadian Language Benchmark 2.

PREREQUISITE(S): COM in ELD 010

## COURSE LEARNING OUTCOMES / OBJECTIVES

<p><b>Listening</b></p> <ul style="list-style-type: none"><li>• Respond to a small number of key words and simple phrases, questions and sentences in short, slow, strongly supported communication in non-demanding contexts.</li></ul>	<p><b>Speaking</b></p> <ul style="list-style-type: none"><li>• Orally communicate basic information using a small number of common words and simple phrases and sentences, usually in response to questions about personal needs and experiences in strongly supported, non-demanding contexts.</li></ul>
<p><b>Reading</b></p> <ul style="list-style-type: none"><li>• Decode common words and phrases.</li><li>• Interpret the meaning of common words, phrases and simple sentences in short, simple, visually-supported texts in very clear, non-demanding contexts.</li></ul>	<p><b>Writing</b></p> <ul style="list-style-type: none"><li>• Reproduce short pieces of information.</li><li>• Write basic information using an expanding range of familiar words and simple phrases and sentences related to immediate needs, common situations and very familiar experiences in non-demanding contexts.</li></ul>

### Listening

1. Understand greetings, introductions, good-byes, and courtesy phrases.
2. Understand requests for repetition and clarification.
3. Understand short, simple, common instructions and directions.
4. Understand expressions and responses for requests.
5. Understand factual details in conversations and stories about familiar, concrete topics.

### Speaking

1. Use and respond to greetings, introductions, good-byes, and courtesy phrases.
2. Express problems with understanding and ask for repetition and clarification.
3. Give short, simple, common instructions.
4. Make and respond to simple requests.
5. Give and ask for expanded basic personal information including likes, dislikes, ability, and inability.
6. Talk about familiar situations and experiences.
7. Describe basic feelings, needs, wants, and plans.

### Reading

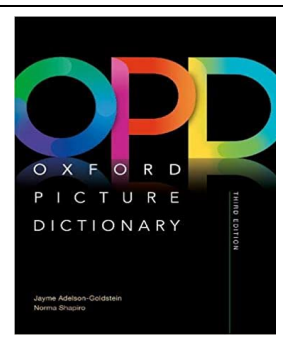
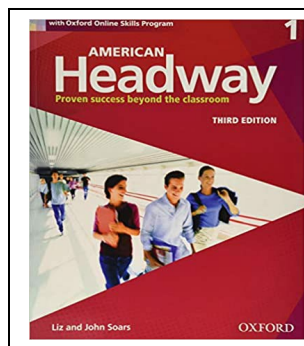
1. Understand simple standard messages in short emails and cards.
2. Understand short, simple, clearly-sequenced instructions.
3. Get information from simple formatted texts (such as forms, maps, schedules, signs, labels, or receipts).
4. Get information from short, simple business or services notices (such as flyers or simple advertisements).
5. Understand the purpose and some factual details in simple, short texts about familiar, concrete topics.

## Writing

1. Write an expanding range of simple standard messages in short emails and cards.
2. Copy a range of information from simple lists, schedules, advertisements, dictionaries, or short passages.
3. Complete short, simple forms with basic personal identification or familiar information.
4. Write simple sentences to complete short guided texts or answer simple questions to describe familiar situations.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- (a) Book: American Headway – Proven success beyond the classroom Third Edition
- (b) Book: Oxford Picture Dictionary (Third Canadian Edition)
- (c) A headset with a microphone
- (d) A binder with loose-leaf paper



## Important Dates

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
January 9 – April 21, 2023	Classes: 8:30-12:20	Mon, Wed, Thurs CBA 102 Tue CBA 159
January 15	Course Add/Drop Deadline	
February 20	Family Day	College closed
February 21-24	Reading Break	No classes but college is open
February 27 – March 1	Midterm testing	See D2L for details
March 2	Midterm reports & meetings	See D2L for details
April 7 and April 10	Good Friday and Easter Monday	College closed
April 11 - 18	Final testing	See D2L for details
April 15	Last Day to Withdraw without Academic Penalty	
April 19-20		

## EVALUATION OF LEARNING

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To complete O20, a student must get a mark of at least 75% (or S=Satisfactory) on the learning outcomes in each skill area (reading, writing, 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 of Skills Evaluated
Speaking – 75% is a pass
Reading - 75% is a pass
Writing - 75% is a pass
Listening - 75% is a pass

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>

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>

### Tests

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There will be unit test every two units (every 2 weeks) and it will test the material from the textbook and what we have done in class. Review the units before these tests – these tests are important.

There will also be writing tests given throughout the 15-week course and speaking and listening exercises, quizzes and assignments will be done in class and in the labs.

**It is very important not to miss any lab or test days if possible.**

75% is a passing grade. You need 75% in **all four skills to** pass to the next level. Unit tests and longer writing tests are worth more than small exercises and quizzes.

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## 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

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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

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### 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.