

# COURSE SYLLABUS



COURSE TITLE: ELD-042 English Essentials 1 Read/Write

CLASS SECTION: BX02

TERM: Fall 2023

COURSE CREDITS: 0

DELIVERY METHOD(S): On campus, 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-fags-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:** Emily Ryan

**EMAIL:** ryane@camosun.ca

**OFFICE:** CBA 127      **OFFICE HOURS:** After class (12:30-1pm) or by appointment

*As your course instructor, I try to provide an inclusive learning environment. However, if you experience challenges to learning in this course, do not hesitate to discuss them with me. Camosun College believes in identifying and removing school and social barriers that prevent access and impede success.*

**Term Dates:** Tuesday, September 5, 2023 – Thursday, December 14, 2023

**Holidays:** Sept. 4 (M), Oct. 2 (M), Oct. 9 (M), Nov. 13 (M)

Schedule		
Day	Time	Place
Monday	8:30–10:20	CBA 120
Tuesday	8:30–10:20	CBA 202 (Lab)
Wednesday	8:30–10:20	PISE 330
Thursday	8:30–10:20	CBA 120

## CALENDAR DESCRIPTION

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In this integrated skills course, non-native speakers are introduced to essential reading and writing skills using an expanding range of vocabulary in mostly familiar, non-demanding, sometimes supported contexts. Students can expect to progress from Canadian Language Benchmark 4 to 5. By the end of this course, students will be working at Canadian Language Benchmark 5.

PREREQUISITE(S): COM in ELD 032

CO-REQUISITE(S): None

EXCLUSION(S): None

## COURSE LEARNING OUTCOMES / OBJECTIVES

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### Reading

- Interpret relatively short, clearly-organized texts related to mostly familiar, relevant topics with possible visual support in mostly non-demanding contexts.

### Writing

- Reproduce or record an expanded range of information from relatively short texts.
- Write simple sentences and short texts and paragraphs related to personal experiences and common situations in non-demanding contexts.

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

### Reading

1. Understand simple personal social messages (such as invitations, thanks, apologies, or arrangements).
2. Understand simple, clearly-sequenced, point-form instructions and instructional texts.
3. Get information from formatted business or service texts (such as tables, schedules, brochures, notices, or flyers).
4. Understand the purpose, main ideas, key information, and specific details in relatively short unformatted texts about mostly familiar topics.
5. Access and locate information from internet sources.

### Writing

1. Write short semi-formal invitation email messages.
2. Copy or record an expanded range of information from instructions, reference sources, websites, recipes, schedules, or short passages.
3. Complete simple forms with basic personal or familiar information with some responses to simple questions.
4. Write simple formal messages (such as responding to on-line sales advertisements, reporting absences, or informing a landlord of problems).
5. Write texts in paragraph format to describe familiar situations, personal experiences, and plans.

**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.

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.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Textbook: *Great Writing 1: Great Sentences for Great Paragraphs*, 5<sup>th</sup> Ed. (Author: Folse)

A notebook for journaling and loose-leaf, lined paper (8.5 X 11") for assignments

Optional but recommended for homework: computer, microphone, camera, and printer

## IMPORTANT DATES

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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
Sept. 4	Labour Day Holiday	College closed: No School
Sept. 5 – Dec. 14	Classes: 10:30-12:20	Monday-Thursday + 4 hours
Sept. 11	Course Add/Drop Deadline	80% Fee Refund
Sept. 18	Deferred Tuition and Fee Payment Deadline	
Oct. 2	National Day of Truth and Reconciliation	College closed: No School
Oct. 9	Thanksgiving Day Holiday	College closed: No School
Oct. 23	Midterm Study Day	See D2L for details
Oct. 24-26	Midterm Testing	See D2L for details
Oct. 30, 31	Midterm Reports and Meetings	See D2L for details
Nov. 13	Remembrance Day	College closed: No School
Dec. 4	Final Study Day	See D2L for details
Dec. 5-7	Final Testing	See D2L for details
Dec. 9	Last day to withdraw without academic penalty	
Dec. 11	Makeup Evaluations	
Dec. 12, 13	Final Reports and Meetings	
Dec. 14	Farewell Activity	

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>

## EVALUATION OF LEARNING

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To complete O42, 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.

DESCRIPTION	WEIGHTING
Reading	45%
Writing	45%
Participation, Attendance, and Homework	10%
<b>TOTAL</b>	<b>100%</b>

## 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
- using cell phones for learning purposes only, and taking phone calls outside
- 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 an important project/evaluation because you are sick, you **MUST** email the instructor before the class starts.

Makeups of important work 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>

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Support Service	Website
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>

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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.

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**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.