CAMOSUN COLLEGE

	Section 003/003IE	Section 004/004IE
Instructor:	Margaret Gray	Linh Taylor
Time:	8:30 – 10:20 a.m. (Monday – Friday)	10:30 a.m. – 12:20 p.m. (Monday – Friday)
Room:	CBA121 Mon Portable A Room 103 Tues, Wed, Thur CBA 144 (Computer Lab) Fri	CBA 102 Mon, Tues, Wed, Thurs. CBA 159 (Computer Lab) Fri
Office:	CBA 135	CBA 133
Office Hours:	After class or by appointment	After class or by appointment
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2. Intended Learning Outcomes

ELD 034 is an integrated skills course which focuses on **reading, writing, listening, and speaking**. At the end of the course (20 hours per week for full-time students), successful students will be able to:

Speaking
- *Open, close and respond to short casual small talk. Introduce two people.
- Indicate problems in communication.
- Ask for and give permission: ask for/offer/accept assistance and advice.
- Give a set of simple everyday instructions and directions.
- 5.*A. Describe a scene (present progressive tense).
- *B. Talk about an everyday activity (simple present tense).
- *C. Talk about a past story (simple past tense).
- D. Tell about immediate and future needs, wants and plans (want to, need to, plan to)
- 6. Talk about a personal or health-related problem and give advice.

Reading
- *Demonstrate comprehension of ESL adapted reading materials. Understand facts, main ideas & supporting details.
- *Understand authentic materials such as personal notes, e-mail messages or letters.
- Identify key information from formatted texts (simple tables, schedules, maps, dictionaries, etc).
- Understand community form letters (notices, flyers, brochures, etc).
- Follow instructions for recipes, long distance phone messages, etc

Listening
- Identify and understand requests about personal everyday experience, such as likes and dislikes and accepting or rejecting goods and services.
- 2. Demonstrate understanding of a range of expressions used to ask and grant permission; advise of danger; ask for/offer/accept assistance
- Listen to and take a simple phone message.
- *Listen to a set of simple, sequential instructions and complete the related task.

Writing
- Write a short personal letter or note.
- Write short texts in a basic paragraph structure to:
- *A. describe a scene (present progressive tense).
- *B. tell about an everyday activity (simple present tense).
- *C. tell about a past story (simple past tense).
- D. tell about immediate and future needs, wants and plans (want to, need to, plan to)

3. Required Books and Materials:

Totally True Book 2
Side by Side Plus, Book 2, 3rd Edition
The Oxford Picture Dictionary, 2nd Canadian Edition, Shapiro and Adelson-Goldstein.
A three-ring binder and loose-leaf paper
Headset with microphone (DO NOT get a headset with a USB connection.)

4. There will be no classes on the following days:

Thanksgiving, Monday October 10   Remembrance Day, Friday, November 11

5. Assessment

To complete 034, a student must get a mark of S (satisfactory) on the outcomes in each skill area (speaking, listening, reading, and writing). There will also be in-class quizzes and the results will be considered in the overall assessment.

6. Attendance and expectations

English is the only language we speak **in class**
Students are expected to attend every day, participate in class, and complete assignments.
If you are absent, please email or leave a phone message for your teacher.
Please don't use a cell phone in class.

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 Open Lab for extra help.

All students are strongly encouraged to attend Open Lab workshops. These workshops are included as part of the funding for those students who have received funding.

Attendance

Students are expected to attend class every day, participate in class discussions and group activities, complete assignments, and attend Open Lab.

> **If you are absent, you must email or leave a message with your teacher(s).**

It is each student's responsibility to attend the first class meeting of each course. If a student does not attend the first class and does not contact the instructor, an ELD instructional assistant or an international education advisor within two working days following the first class with a satisfactory explanation, admittance to the course may be denied.

If a student does not attend classes and does not officially withdraw (via Camlink 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(es) without official documentation, s/he will first talk 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:

- counseling
- changing programs
- withdrawing
- discussing with an academic or an International Student Advisor

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 ELDD instructional assistant. Alternatively, official documentation is expected.

GRADING POLICY:

To complete 033 a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area (speaking, listening, reading, and writing listed on Page 1). At the end of the term, the student will receive a grade based on the Competency Grading System below.

Competency Based Grading System
This grading system 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.
DST	The student has met and exceeded, above and beyond expectation, 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.

ACADEMIC PROGRESS REQUIREMENT

Progress
If a full-time student (25 hours per week) does not progress in the first attempt of a level, s/he will talk with the instructor to find ways to succeed. This may include counseling, getting help from the learning skills centre, or moving to a different program or institution.

If the full-time student does not progress in the second attempt at the same level, s/he may be put on probation for the following term.

You must meet the prerequisites of the next level in order to move on.

*Part-time students (12-15 hours per week) may require two or more semesters to complete a level.

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf