



ELD 042 003/003IE 2011F Course Outline

September 6 – December 16, 2011

Time: 8:30 – 10:20 (M – F)
Room: CBA 126 Tu, W, Th, and F
CBA 144 (Lab) M
Instructor: Linh Taylor
Office: CBA 133
Office Hours: by appointment or after class
Phone: 250-370-4942
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Website: <http://faculty.camosun.ca/linhtaylor>

Expectations

- You are expected to be on time, attend class every day, speak English in class and out of class, participate in class activities, ask questions if you don't understand, and complete your assignments.
- You must turn off your cell phone during class.
- If you need to be absent, phone to leave a message or email your instructor.
- If you miss classes, ask a classmate to collect any handouts and contact him or her each day to find out about homework. Get the telephone number or email address of two classmates before the end of the first week.

Classmate's Name:	Phone Number	Email Address
_____	_____	_____
_____	_____	_____

Books and Materials

1. *Fundamentals of English Grammar with Answers*, 3rd edition
2. *Active Skills for Reading Book 2*, 2nd edition
3. *ELD 042 Reading Course Pack 1 – Fall Term*
3. *Longman Dictionary of Contemporary English (Optional)*
4. Headset with Microphone – NO USB CONNECTION
5. A three-ring binder and loose-leaf paper

No Classes

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

Learning Outcomes

ELD 042 is an integrated skills course focusing on **reading and writing**. Grading is based on competencies and not on letter grades. At the end of the 4-month course (10 hours per week + 2.5 lab hours), successful students will be able to:

Reading

- Identify factual details and recognize inferred meaning in personal notes, emails and public announcements;
- Understand and follow moderately complex written instructions for a 7-10 step procedure;
- Understand moderately complex instructional texts (e.g., prevention and treatment of burns);
- Identify factual details and some inferred meaning in moderately complex business or service texts including formatted texts;
- Understand the purpose, main ideas and supporting details of an adapted text or short newspaper article;
- Understand standard maps, basic diagrams and maps;
- Locate and use information in educational software or on the Internet; and
- Locate and access information through tables of content, indexes or glossaries.

Writing

- Copy short texts (e.g., from dictionaries, encyclopedias, etc.) to record information for personal use, to complete tasks, to learn information;
- Copy simple business messages as written notes. Can take slow simple dictation with frequent repetitions;
- Write a short text on a personal or familiar situation or event, a personal experience or future plan;
- Write a short formal letter or email inviting or responding to an invitation;
- Fill out authentic forms (accident report, application for telephone service); and
- Write a paragraph to relate a sequence of events, describe a person, a procedure, scene or object, or to explain reasons.



**ELD Department
Progress and Attendance Policy
ELD 032-064**

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 meet 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 Open Lab
- counseling
- 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. Alternatively, official documentation is expected.

GRADING POLICY:

To complete **042** a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area (reading and writing listed on Page 1 above). 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 POLICY

Progress

If a full-time student in both 042 and 044 (20 hours + 5 hours of lab per week) does not progress in the first attempt of a level, s/he will talk with the instructor to find ways for the student to succeed. This may include counseling, getting help from the learning skills centre, 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.

*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>