



- Participate in group activities and will make a small group presentation or present to an instructor how to perform some sort of process activity.

### 3. Required Materials

- a) *Gage Canadian Dictionary*
- b) *Roget's Thesaurus*
- c) *Essential Reading Skills* by Kathleen McWhorter
- d) Instructor selected reading materials
- e) Student selected reading materials

### 4. Course Content

A focus on reading comprehension, vocabulary development and writing skills prepares students for the Health Care Assistant Program.

### 5. Schedule

- 6 in-class hours
- 4 Help Centre hours, arranged by the student

### 6. Basis of Student Assessment

Category	Assignment	% of Grade	Description
Paragraphs	1 narrative; 1 process	10	Practice with narrative and process patterns.
Process	Oral Report	10	Give an oral description of a process activity.
Journals	5 Non-fiction Reflective entries	20	Write paragraphs of reflective observations
Glossary	20 – 30 terms	10	Create a career-related glossary.
Email	Email instructor	5	Write an informative or request email.
Business Writing	1 letter; 1 resume	10	Produce a resume &/or cover or business letter
Reading Log	2 week reading log	5	Maintain a 2 week reading log
Note-taking & Summary	200 – 250 words	10	Take notes from a career-related article and write a summary.
Critical Reading	Read textbook and complete 5 chapters	20	Complete exercises in chapters 1, 3, 4, 5,8 in <i>Essential Reading Skills</i>

## 7. Grading System

A+	90 – 100%	B+	77 – 79%	C+	65 – 69%
A	85 – 89%	B	73 – 76%	C	60 – 64%
A–	80 – 84%	B–	70 – 72%	D*	50 – 59%
				F	0 – 49%

*\*Minimum level of achievement for which credit is granted; a course with a 'D' grade cannot be used as a prerequisite.*

Students with a record of poor attendance, OR poor progress may be restricted from re-registering in Academic and Career Foundations Department courses.

## 8. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

#### SUPPORT LEADS TO SUCCESS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or the College web site at.

<http://camosun.ca/services/>

### STUDENT CONDUCT

The purpose of this policy is to provide clear expectations of appropriate academic and non-academic student conduct and to establish processes for resolution of conduct issues or the imposition of sanctions for inappropriate conduct.

<http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.1.pdf>

### STUDENT GRADING POLICY

A new student grading policy is in effect for students in the School of Access. This information is available in the College Calendar, Registrar's Office or the College web site at . . .

<http://camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.5.pdf>

### ACADEMIC PROGRESS POLICY

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>

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### **NOTES:**