



## ELD 033 Outline – Spring/Summer 2011 English Basics 1 May 7 to August 17, 2011

	<b>Section 1 (033-001/001IE)</b>	<b>Section 2 (033-002/002IE)</b>
<b>Time:</b>	8:30 – 10:20 AM (M – F)	10:30 AM – 12:20 PM (M – F)
<b>Room:</b>	CBA 102 Tu, W, Th, F CBA 159 (Lab) M	CBA 102 M, Tu, W, F CBA 159 (Lab) Th
<b>Instructor:</b>	Tony Vernon	Laurie O'Dowd
<b>Office:</b>	CBA 141A	CBA 137
<b>Office Hours:</b>	After class or by appointment	After class or by appointment
<b>Phone:</b>	250-370-4936	250-370-4944
<b>Email:</b>	vernona@camosun.ca	odowdl@camosun.ca

### 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.
- *Please* turn off your cell phone during class.
- **If you are 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

**Required** (*You must have these for class.*)

1. *Step Forward Canada Book 2 (Green book)* \$42.50
2. *Oxford Picture Dictionary, 2<sup>nd</sup> Canadian Edition*, Monolingual \$35.15
3. **Headset** (with Microphone) DO NOT get a headset with a USB connection.
4. A three-ring binder and loose-leaf paper

### No Classes

Victoria Day:	Monday, May 21 <sup>st</sup>
Canada Day:	Monday, July 2 <sup>nd</sup>
BC Day:	Monday, August 6 <sup>th</sup>

ELD 033 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:

<p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>• greet, introduce yourself and ask about another person.</li> <li>• express problems and give advice</li> <li>• ask for help and permission</li> <li>• talk about a personal experience</li> <li>• talk about future plans</li> <li>• give instructions and directions (4-6 steps)</li> <li>• express likes and preferences</li> </ul>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• understand simple information texts (e.g. flyers, schedules, TV guide, etc.)</li> <li>• read and understand a story or dialogue</li> <li>• use a simple map, diagram, dictionary</li> <li>• follow simple instructions (4-6 steps)</li> </ul>
<p><b>Listening</b></p> <ul style="list-style-type: none"> <li>• understand a story or dialogue (2-3 paragraphs)</li> <li>• understand and respond to a problem or warning.</li> <li>• understand and follow instructions or directions</li> <li>• recognize greetings, introductions, leave-taking</li> <li>• respond to expressions of permission, assistance or preference</li> </ul>	<p><b>Writing</b></p> <ul style="list-style-type: none"> <li>• write a short note or message</li> <li>• describe a personal situation</li> <li>• fill out a simple form</li> <li>• copy short pieces of information (dictionaries or schedules)</li> </ul>

#### **Assessment**

To complete 033, 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.

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, please email or leave a message with your teacher(s).

<http://camosun.ca/learn/calendar/current/pdf/admission.pdf> (p.23)

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 ELDD 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.

If you cannot come the day of a test, *please* phone or email the instructor before the beginning of the class.

During the term, if a student misses one week of class(es) without official documentation, s/he will 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 Open Lab
- 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 ELDD instructional assistant. Alternatively, official documentation is expected.

### **GRADING POLICY:**

To complete **034** 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 2 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 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 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.

*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>