



**ELD 054-002 Fall 2011 Course Outline
September 4 – December 14, 2012**

Time: 12:30 – 2:40 pm (Monday- Thursday)
Room: CBA 143 M, T, Th
CBA 159 (Lab) Wednesday
Instructor: Beverley Robson
Office: CBA 136
Office Hours: by appointment
Phone: 370-4946
Email: robsonb@camosun.bc.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.
- Turn off your cell phone during class.
- **If you are going to be absent, phone to leave a message or email your instructor**
- **Don't miss assessments**
- 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. Interactions 2 Listening and Speaking by Tanka and Baker
2. *Longman Dictionary of Contemporary English (Optional)*
3. Headset with Microphone – NO USB CONNECTION
4. A three-ring binder and loose-leaf paper

No Classes

Thanksgiving: Monday, October 8
Remembrance Day: Monday November 12th



**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 Language Centre for extra help.

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

Attendance

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 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.

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

Makeup tests will only be considered with a valid excuse and with sufficient notification.

During the term, if a student misses one week of class(es) without official documentation, s/he will first speak 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:

- 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. Alternatively, official documentation is expected.

GRADING POLICY: To complete **06**, a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area. 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.