



## ELD 062-003 Course Outline

September 4, 2012, to December 14, 2012

**Time:** 8:30 to 10:20  
**Rooms:** CBA 145 (Classroom) & CBA 144 (Lab Thurs)  
**Instructor:** Elizabeth Monk  
**Office:** CBA 141A  
**Office Hours:** by appointment or before/after class  
**Phone:** 370-4937  
**Email:** monk@camosun.ca

### Books and Materials

1. Active Skills for Reading: Book 4 by Neil J. Anderson (*Required*)
2. Understanding and Using English Grammar by Betty Azar (*Required*)
3. Longman Dictionary of Contemporary English (Optional)
4. A three-ring binder and loose-leaf paper

### No Classes

Monday, October 8 – Thanksgiving      Monday, November 12 – Remembrance Day

### Learning Outcomes

ELD 062 is an integrated skills course focusing on **reading and writing**. At the end of the 4-month course (10 hours per week + 2.5 lab hours), successful students will be able to:

#### Reading

- Using skimming, scanning, questions, predictions, key words, highlighting, margin notes, summarizing, inferences, illustrations and graphic organizers to accomplish reading for specific purposes;
- Find, collect and select information for specific purposes from a variety of print and electronic sources;
- Show understanding of main ideas, factual details and inferred meanings in a variety of print materials and electronic sources containing authentic texts (1 – 2 pages);
- Use text signals, context knowledge and word parts to make sense of unfamiliar words and specialized vocabulary;
- Show comprehension of diagrams, flow charts, time lines and schedules;
- Follow a set of written instructions (10 – 13 steps) on everyday tasks (technical and non-technical); and
- Develop personal responses to reading materials and support responses with reasons, examples and details.

#### Writing

- Use the writing process to compose well-organized 200-word texts on familiar relevant topics;
- Complete moderately complex forms;
- Take notes from oral reports;
- Write business letters requesting information and making a complaint;
- Reproduce information provided in simple illustrations, maps, charts or other graphic representations;
- Communicate thoughts, ideas, concerns, feelings and experience; and
- Use a checklist to appraise your own and others' work and make suggestions for revision and editing.

#### Continue to Learn How To

- Demonstrate time management and independent learning skills;
- Make use of an English-English dictionary and a reference grammar in order to select or confirm appropriate word choice and correct usage;
- Use the computer and library facilities at the college to find information and produce documents;
- Make appropriate word choice and correct usage; and
- Use the computer and library facilities at the college to find information and produce documents.



**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
- visiting the ELD Help Centre

All students are strongly encouraged to attend The ELD Help Centre 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.

If you are absent, please email or leave a message with your teacher(s). Find out what you missed from your class study buddy.

<http://camosun.ca/learn/calendar/current/pdf/admission.pdf>

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 Cam link 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.

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 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 the ELD Help Centre
- 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 **062** 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 REQUIREMENT**

#### **Progress**

If a full-time student in both 062 and 064 (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 counselling, 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>