

7. Required Materials

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

8. Course Content

A focus on reading comprehension, vocabulary development and writing skills prepares students for the Culinary Arts.

9. Schedule

6 in-class hours:

daytime (3 x 1 hr, 50 min. classes);

evening (2x 2 hr, 50 min classes)

4 Help Centre hours, arranged by the student

10. Basis of Student Assessment

Category	Assignment	% of Grade	Description
Paragraphs	3 practice; 1 timed	10	Practice with a variety of writing patterns.
Business Writing	1 letter; 1 resume	10	Produce a resume, cover &/or business letter.
Glossary	20 – 30 terms	10	Create a career-related glossary.
Process	Oral Report	10	Give an oral description of a cooking process.
Menu	Complete meal menu	10	Design a menu for a workplace setting.
Note-taking & Summary	200 – 250 Words	10	Take notes from a career-related article & write a summary.
Critical Reading	Read textbook and complete 5 chapters.	20	Complete chapters 1, 3, 4, 5, 8 in <i>Essential Reading Skills</i> .
Research Report	Use sources and organize ideas	20	Research and write a career-related report.

11. 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.

12. 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>