



ELD 032 Outline – Winter 2013
Introduction to English Basics
January 7 to April 19, 2013

	Section 001/001IE	Section 002/002IE
Instructor:	Stella Waterman	Kirsty Barclay
Time:	8:30 – 12:20 Thursday, Friday 8:30 – 10:30 Wednesday	8:30 a.m. – 12:20 p.m. Monday, Tuesday 10:30 a.m. – 12:20 p.m. Wednesday
Room:	CBA102 Wednesday, Thursday CBA 159 (Computer Lab) Friday 10:30	CBA 125 Monday, Tuesday, CBA 144 (Computer Lab) Wednesday 10:30
Office:	CBA 141	CBA 141
Office Hours:	by appointment	by appointment
Phone:	250-370-4936	250-370-4973
Email:	watermas@camosun.bc.ca	barclayk@camosun.bc.ca

2. Intended Outcomes

ELD 032 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>Speaking</p> <ul style="list-style-type: none"> • Open, close, and respond to short casual small talk. • Ask questions about basic personal information. • Perform a short dialogue requesting information. • Give short daily instructions and commands. • Ask for repetition and clarification. • Tell about a daily routine in the present and past. 	<p>Reading</p> <ul style="list-style-type: none"> • Understand basic written greetings (get well, farewell) including an invitation. • Follow instructions. • Understand short basic forms, maps, diagrams, signs, and schedules. • Understand a short text on a familiar topic.
<p>Listening</p> <ul style="list-style-type: none"> • Answer questions about basic personal information. • Listen to and understand a story or dialogue. • Understand requests for repetition or explanation • Understand expressions of request and caution. • Follow instructions. 	<p>Writing</p> <ul style="list-style-type: none"> • Write short greetings (thank you, get well, congratulations) on a card and address an envelope. • Copy information accurately from the phone book, simplified schedules, simple ads, etc.. • Fill out simple forms with basic personal information (change of address, cheques, simplified application forms). • Describe a daily routine in the present and past.

3. Required Books and Materials:

Side by Side, Steven J. Molinsky
Side by Side Activity Workbook, Steven J Molinsky
The Oxford Picture Dictionary, 2nd Canadian Edition, Shapiro and Adelson-Goldstein.
 A three-ring binder and loose-leaf paper
 A small notebook
 Headset with microphone (DO NOT get a headset with a USB connection.)

4. There will be no classes on the following days:

Family Day: February 11
 Reading Break: February 21 & 22
 Good Friday: March 29
 Easter Monday: April 1

5. Assessment

To complete 032, 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.

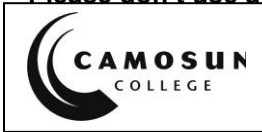
6. Attendance and expectations

English is the only language we speak in class

Students are expected to attend every day, participate in class, and complete assignments.

If you are absent, please email or leave a phone message for your teacher.

Please don't use a cell phone in class.



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 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, you must 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.

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

- counseling

- changing programs
- withdrawing
- discussing with an academic or an International Student Advisor

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 032 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 1). 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 to succeed. This may include counseling, getting help from the learning skills centre, or moving to 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>