



ELD 034
Outline – Winter 2013
English Basics 2
January 7 – April 19, 2013

	Section 001/001IE	Section 002/002IE
Instructor:	Lisa Robertson	Ann Brix
Time:	8:30 a.m. – 10:20 a.m. (Mon–Thu) 10:30 a.m. – 12:20 p.m. (Mon)	10:30 a.m. – 12:20 p.m. (Tue – Fri) 8:30 a.m. – 10:20 a.m. (Fri)
Room:	CBA125 M, T, W, F CBA 159 (Computer Lab) Th	CBA 125 M, W, Th, F CBA 159 (Computer Lab) T
Office:	CBA 140	CBA 135
Office Hours:	After class or by appointment	After class or by appointment
Phone:	250-370-4952	250-370-4943
Email:	robertsonL@camosun.bc.ca	brix@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.
- You must turn off your cell phone during class.
- If you need to be 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

1. *English Essentials Workbook*
2. *Basic Grammar in Use, 3rd edition*
3. *Oxford Picture Dictionary* (optional)
4. Headset with Microphone – NO USB CONNECTION
5. A three-ring binder and loose-leaf paper

No Classes

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

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Learning Outcomes

ELD 034 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. Introduce two people.• Indicate problems in communication.• Ask for and give permission: ask for/offer/accept assistance and advice.• Give a set of simple everyday instructions and directions.• *A. Describe a scene (present progressive tense).• *B. Talk about an everyday activity (simple present tense).• *C. Talk about a past story (simple past tense).• D. Tell about immediate and future needs, wants and plans (want to, need to, plan to)• Talk about a personal or health-related problem and give advice.	<p>Reading</p> <ul style="list-style-type: none">• *Demonstrate comprehension of ESL adapted reading materials. Understand facts, main ideas & supporting details.• *Understand authentic materials such as personal notes, e-mail messages or letters.• Identify key information from formatted texts (simple tables, schedules, maps, dictionaries, etc).• Understand community form letters (notices, flyers, brochures, etc).• Follow instructions for recipes, long distance phone messages, etc.
<p>Listening</p> <ul style="list-style-type: none">• Identify and understand requests about personal everyday experience, such as likes and dislikes and accepting or rejecting goods and services.• Demonstrate understanding of a range of expressions used to ask and grant permission; advise of danger; ask for/offer/accept assistance.• Listen to and take a simple phone message.• *Listen to a set of simple, sequential instructions and complete the related task.	<p>Writing</p> <ul style="list-style-type: none">• Write a short personal letter or note.• Write short texts in a basic paragraph structure to:• *A. describe a scene (present progressive tense).• *B. tell about an everyday activity (simple present tense).• *C. tell about a past story (simple past tense).• D. tell about immediate and future needs, wants and plans (want to, need to, plan to).

To complete 034, 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.



**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 Help Center for extra help.

Attendance

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

If you are absent, you must email or leave a message with your teacher(s).

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 NC grade.

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:

- getting help from the help center
- counseling
- 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 **034** 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.

ACADEMIC PROGRESS POLICY

Progress

If a full-time student (20 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 Help 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.

*Part-time students (10 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>