



## ELD 052-003 2013 Fall Course Outline

### September 3 – December 13, 2013

**Time:** 3:00 – 5:20 (M- Th)  
**Room:** CBA 125 M, T, W  
           CBA 159 (Lab) Thursday  
**Instructor:** Jessie Brown  
**Office:** CBA 127  
**Office Hours:** 11:00 – 11:30 M, T, W, Th  
**Phone:** 250-370-4947  
**Email:** [brownj@camosun.ca](mailto:brownj@camosun.ca) or jessiebrown3330@gmail.com

### 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.
- *Please* turn off your cell phone during class.
- **If you are 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

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### Books and Materials

1. *Great Writing 2: Great Paragraphs*, 3<sup>rd</sup> edition (\$60.00)
2. *Active Skills for Reading: Book 3 Reading*, 3<sup>rd</sup> edition (\$53.80)
3. Longman Dictionary of Contemporary English (optional)
4. A three-ring binder and loose-leaf paper

### No Classes

Thanksgiving: Monday, October 14<sup>th</sup>  
 Remembrance Day: Monday, November 11<sup>th</sup>

## Learning Outcomes

ELD 052 is an integrated skills course focusing on **reading and writing**. At the end of the 4-month course (10 hours per week), successful students will be able to:

### Reading

Follow main ideas, key words and important details on a one-page text on familiar relevant topics. Specifically, they are able to:

- Use questions, predicting, inferring, skimming, scanning, and graphic organizers to accomplish reading for specific purposes;
- Use knowledge of context and word elements to pronounce and make sense of unfamiliar words and specialized vocabulary;
- Develop personal responses to reading materials and support responses with reasons, examples, and details;
- Locate and compare two or three pieces of information from print and Internet sources;
- demonstrate an understanding of the main ideas, factual details and inferred meanings in moderately complex materials on familiar topics;
- Demonstrate comprehension of a cycle diagram, flow chart and a time line/ schedule;
- Understand the meaning of specific vocabulary;
- Use a concise unilingual dictionary; and
- Follow a set of written instructions (up to 10 steps) on everyday tasks.

### Writing

Demonstrate developing ability in performing moderately complex writing tasks. Specifically, students are able to:

- Use the writing process to compose well-organized 150 word (1 – 2 paragraph) texts describing step-by-step processes, sequences of events or stories;
- Complete moderately complex forms;
- Take notes from oral presentations;
- Write business memos of requests;
- Write personal email messages expressing or responding to congratulations, thank-yous, apology or offers of assistance;
- Use a given list of criteria to appraise own and others' work and make suggestions for revision;
- Apply specific vocabulary to written work; and
- Communicate thoughts, ideas, concerns, feelings and experience.

**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 and
- going to the Help Centre 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, please email or leave a message with your teacher.

<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 and does not contact the instructor 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 "F" 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:

- counselling
- attend the Help Centre
- 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 classes 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.

In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. Holidays or scheduled flights are not considered to be emergencies. The student may be required to provide verification of the emergency circumstance.

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 an ELD course a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area (reading and writing or listening and speaking). 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 (10 hours Listening/Speaking + 10 hours Reading/Writing per week) does not progress in the first attempt of a level, s/he will talk with the instructor to find ways to succeed. 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.

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 (12.5 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>