



**CAMOSUN COLLEGE**  
**School of Access**  
**English Language Development Department**

**ELD BUS – 001/ -001IE**  
**ELD Support Course - Business**  
**Fall 2013**

**COURSE OUTLINE**

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**The calendar description is available on the web @** <http://camosun.ca/learn/school/access/archives>

*Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

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**Instructor:** Lisa Robertson  
**Office:** CBA 140  
**Phone:** (250) 370-4952 (24-Hour Voice Mail)  
**E-mail:** robertsonL@camosun.bc.ca

**Class Meeting Time / Location:**

Tuesday 4:30 - 5:50 p.m. and Thursday 2:30- 4:20 p.m. CBA 106  
plus individually scheduled hours with instructor as needed

**Office hours:** Monday and Thursday 10:30 to 11:30 am  
Tuesday and Friday 3:00 – 4:00 pm  
Other times – by appointment

**Intended Learning Outcome**

Students will be better able to complete assignments, participate in class and manage their own learning in college courses.

**Course Content**

This is a support course for non native English speaking students enrolled in college level Business programs at Camosun College. The instructor will provide English language help and academic support to enable students to succeed in these courses.

In ELD BUS, students will work closely with the instructor to learn strategies for success in the Canadian classroom, with special emphasis on the difficulties encountered when studying in a second language. The instructor will help students with any problems they may be having, including language issues (vocabulary, reading comprehension, written accuracy, etc.) and classroom expectations (interacting with the instructor or other students, preparing assignments or presentations, etc.).

ELD BUS classes include group sessions and at the request of the student, one-on-one consultations with the instructor.

Students should come to the sessions with specific questions and areas in which they require help. Students should keep track of specific problem areas by writing weekly learning journal for new vocabulary and other difficulties encountered.

The ELD BUS instructor will be in close contact with business instructors regarding students' needs, progress, and potential problems.

The ELD BUS instructor may also attend some of the Business classes in order to help students understand the material and content of the course.

## **Basis of Student Assessment**

### Attendance and active participation:

While ELD BUS is not a credit course, regular attendance and active participation in the sessions is a key component of success in business courses.

### Weekly Learning Journal:

Every week, students submit a hand written or typed journal that includes difficulties encountered during the week, new vocabulary, and questions about the business classes / language that the ELD BUS instructor may be able to address in class.

## **Grading System**

ELD 060 uses a Competency Based Grading System, See page 3 for further details

## **Learning Support And Services For Students**

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://www.camosun.bc.ca>

## **Student Conduct Policy**

There is a Student Conduct Policy. It is the student's responsibility to 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://www.camosun.bc.ca/policies/policies.html>

## Grading Systems <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

### 1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

### 2. Competency Based Grading System (Non GPA)

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.

## Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.