

ELD 052-001 Spring/Summer 2014 Course Outline

May 5 – August 15, 2014

Time: 10:30 – 12:20 (M- F)
Rooms: CBA 145 (Lab Monday, CBA 159)
Instructors: Mark Limacher (Lynnea Jackson, June 2-13, 2014)
Office: CBA 154 (Lynnea: CBA137)
Office Hours: by appointment or before / after class
Phone: 250-370-4916 (Lynnea: 250-370-4971)
Email: limacher@camosun.ca
(Lynnea: jacksonl@camosun.ca)

Books and Materials

1. ELD 052 Course Pack Section 1, Spring/Summer 2014 (required)
2. Longman Dictionary of Contemporary English (optional)
3. A three-ring binder and loose-leaf paper (required)

No Classes

Victoria Day: Monday, May 19
Canada Day: Tuesday, July 1
BC Day: Monday, August 4

If you cannot come the day of a test because you are sick, you MUST phone or email the instructor (Mark) before the class starts.

Makeup tests will only be considered with a valid excuse and with sufficient notification.

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 + 2.5 lab hours), successful students will be able to:

Reading

- Read formatted texts (e.g. want ads, calendars, pamphlets etc.) and demonstrate an understanding of main idea, details and inferred meaning.
- Read unformatted texts (e.g. articles, stories) and understand the main idea, details and inferred meaning.
- Follow a set of instructions to carry out a task.
- Locate information in
 - Printed material
 - Electronic material (emails, the internet)
- Participate in the class, attend regularly and successfully complete quizzes, assignments, homework and formal exams.
- Use an English-only Dictionary.

Writing

- Narrative: Write well-organized, 200-word compositions showing good use of grammar, appropriate narrative vocabulary, varied and correct sentence structure, and effective transitions:
- Process: Write well-organized, 200-word compositions showing good use of grammar, appropriate process vocabulary, varied and correct sentence structure, and effective transitions.
- Complete a detailed form.
- Write business letters for specific purposes.
- Write personal email messages.
- Participate in the class, attend regularly and successfully complete quizzes, assignments, homework and formal exams.



**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 Centre for extra help.

All students are strongly encouraged to attend Help Centre. 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/admin-reg-policies.pdf> (p.28)

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 meet first 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:

- attend Help Centre
- 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.

FINAL EXAMS

You **cannot** write your final exams early. Students need to remain in Victoria, attending Camosun until August 15, 2014. Please book your flight to leave after August 15, 2014.

GRADING POLICY:

To complete **052** a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area (reading, and writing listed on Page 1 above). 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 REQUIREMENTS

Progress

If a full-time student (20 hours + 5 hours of lab 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 learning skills 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.

You must meet the prerequisites of the next level to proceed.

*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/learn/calendar/current/pdf/2013-2014-calendar.pdf>