



ELD 052-002 Spring/Summer 2014 Course Outline

May 5 - August 14, 2014

Instructor: Bev Robson	Instructor: Debra Lewis
Time: 12:30 - 2:50 pm	Time: 12:30 - 2:50 pm
Classroom: CBA 143 Mon. – Thurs.	Classroom: CBA 143
Office: CBA 136	Office: CBA 127
Lab: N/A	Lab: TBA
E-mail: robsonb@camosun.bc.ca	E-Mail: debra.lewis@telus.net
Phone: 250 – 370 – 4946	Phone: 250 – 370 - 4947
Office Hours: by appointment	Office Hours: by appointment

Books and Materials

1. *Jane Eyre* novel and study guide (Required)
2. *Ready to Write 2 4th Edition* (Required)
3. *Ready to Read More* (Required)
4. *Understanding and Using English Grammar, 4th Edition* (Optional)
5. *Longman Dictionary of Contemporary English* (Optional)
6. Three-ring binder

No Classes

May 19, Monday Victoria Day
July 1, Tuesday Canada Day
August 4, Monday B.C. Day

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

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 180 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, apologies 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.**
- going to the Help Centre (CBA 160) 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 the Help Centre.

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 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.

**If you cannot come the day of a test, you MUST 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 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 the 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.

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 in both 052 and 054 (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/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>