



**ELD 042 002/002IE  
English Essentials 1 Reading/Writing  
Winter Term Course Outline  
January 6 – April 17, 2014**

**Instructor:** Bev Horsman  
**Class Time:** 12:30 PM-2:50 PM, Monday to Thursday  
**Class Room:** M,W,Th: CBA142            Tuesday Lab CBA159  
**Office:** CBA136  
**Phone:** 250-370-4968  
**Email:** horsman@camosun.bc.ca  
**Office Hours:** before or after class or by appointment

**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. *Active Skills for Reading Book 2*, 3<sup>rd</sup> Edition
2. Fundamentals of English Grammar (black) by B. Azar (Optional but recommended)
3. Great Writing 4<sup>th</sup> edition by Keith Folse, A.M-V and E.VS
3. *Longman Dictionary of Contemporary English (Optional)*
4. A three-ring binder and loose-leaf paper

**No Classes**

BC Family Day:            Monday, February 10<sup>th</sup>  
Reading Break:            Thursday, February 13<sup>th</sup>

## Learning Outcomes

ELD 042 is an integrated skills course focusing on **reading and writing**. Grading is based on competencies and not on letter grades. At the end of the 4-month course (10 hours per week + 2.5 lab hours), successful students will be able to:

### Reading

- Identify factual details and recognize inferred meaning in personal notes, emails and public announcements;
- Understand and follow moderately complex written instructions for a 7-10 step procedure;
- Understand moderately complex instructional texts;
- Identify factual details and some inferred meaning in moderately complex business or service texts including formatted texts;
- Understand the purpose, main ideas and supporting details of an adapted text or short newspaper article;
- Understand standard maps, basic diagrams and maps;
- Locate and use information in educational software or on the Internet; and
- Locate and access information through tables of content, indexes or glossaries.

### Writing

- Copy short texts (e.g., from dictionaries, encyclopedias, etc.) to record information for personal use, to complete tasks, to learn information;
- Copy simple business messages as written notes. Can take slow simple dictation with frequent repetitions;
- Write a short text on a personal or familiar situation or event, a personal experience or future plan;
- Write a short formal letter or email inviting or responding to an invitation;
- Fill out authentic forms (accident report, application for telephone service); and
- Write a paragraph to relate a sequence of events, describe a person, a procedure, scene or object, or to explain reasons.

To complete 042, a student must get a mark of S (satisfactory) on the outcomes in each skill area (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 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 **042** 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 POLICY**

### **Progress**

If a student 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 counselling, getting help from the Help Centre, a different program or institution.

If the student does not progress in the second attempt at the same level, s/he may be put on probation for the following term.

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>