



Course Outline ELD 072-003 Advanced English Winter 2014

Instructor and Contact Information

Instructor: Debra Lewis
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Course duration: 13 January 2014 – 18 April 2014

Office Hours

Monday, Tuesday, 11.45-12.15
Wednesday, Thursday
Monday, Tuesday, 3.00-3.30
Wednesday
Or by appointment

Course location and Times

Monday, Wednesday, Thursday	12.30-2.50	CBA 126
Tuesday	12.30-1.20	CBA 126
	1.30-2.50	CBA 144

No class on Monday February 10 (Family Day); Thursday February 13, Friday February 14 (Reading Break)

Credits and Prerequisites

The course is worth 3 credits. The prerequisite is ELD 062 or assessment.

Texts and Materials

Required:

Ten Steps to Advancing College Reading Skills (Fifth edition) by John Langan
Of Mice and Men by John Steinbeck

Recommended:

English-English paper dictionary, e.g. *Longman Dictionary of Contemporary English*, Longman
Grammar reference book, e.g. *Understanding and Using English Grammar*, 3rd Edition (with key), Azar
(Note: Electronic dictionaries cannot be used in writing tests, so a paper English-English dictionary is essential.)

Important Note about this Course Outline

On the following pages, the course is explained in detail. Assignments, marking, and the method of determining final grades are covered. If you do not understand any part of this outline, or if you have any questions, **please ask the instructor** for clarification.

Course Description

This course, designed for non-native speakers of English, focuses on reading strategies and on the writing process. It is designed to prepare the student for further academic study. The course provides instruction and practice in the fundamentals of reading comprehension and academic writing, with a strong emphasis on grammar. Good grammar is extremely important for success in ELD 072.

Learning Outcomes

By the end of ELD 072, students will be able to do the following:

1. Express a basic ability to organize thinking through writing.

A. Writing and Organization

- Plan, write, and revise simple paragraphs and essays using accurate vocabulary
- Choose topics that go beyond personal experience and reflect general world knowledge
- Write descriptive narrative, and expository prose
- Present logical and unified thought in paragraphs and essays
- Demonstrate an ability to link ideas
- Locate, access, and select appropriate information from a variety of sources
- Acknowledge sources of information

B. Grammar and Mechanics

- Identify and use accurate grammar and sentence structure
- Use correct spelling and punctuation

2. Read and comprehend selected texts:

- Find and use information and ideas from a variety of texts
- Identify the main points and supporting details in assigned texts
- Compare and contrast specific aspects of assigned texts
- Comprehend assignments and exam questions
- Prepare simple summaries and paraphrases from written sources
- Use beginning strategies to cope with the amount and variety of new vocabulary presented in college and university level courses

3. Understand and function within the culture of a Canadian post-secondary classroom:

- Prepare and present an organized oral presentation relevant to purpose and audience using appropriate audiovisual supports
- Demonstrate respect for learner colleagues, including those from differing cultural and linguistic backgrounds
- Collaborate with others in group tasks and discussions
- Abide by the concept of academic honesty
- Perform basic word processing and formatting

Class Structure

In ELD 072, you will participate in a variety of learning activities: classroom instruction, pair and small-group activities, discussion, audiovisual learning, individual assignments and tutorials and labs. The combination of individual, small group and class work is designed to help improve specific skills while, at the same time, encouraging you to learn together and from each other.

Independent Learning

There will be two unsupervised hours each week when students work independently on specific group or individual assignments or activities. I will be available to assist you during these sessions, but you will be required to work independently during these times. After each of these sessions, students are responsible to hand in the work that they have completed. This is an important component of the course because it trains students in independent work, a necessary skill for future studies.

Assignments

Some assignments will be done in class, and you will receive individual assistance. You will also be expected to do other assignments at home. It is your responsibility to complete assignments and hand them in on time. If for a valid reason you have difficulty meeting a deadline, you must discuss this with me **before** the due date. If you miss a test because you are sick, you must bring a doctor's note or a note from your homestay parent. Assignments must be handed in at the beginning of the class in which they are due. Late assignments lose 10% per school day. Only assignments worth more than 5% can get marked late. If you miss an in-class assignment or quiz or homework mark that's worth 5% or less, it cannot be marked late. An example would be missing a 5-point quiz. If you choose to do the missed assignment or quiz, I will give you feedback on it, but no mark.

Academic Honesty

Plagiarism

All assignments must be written entirely by you. Work that is copied from another source or done whole or in part by another person is plagiarism – the theft of another person's ideas and/or writing. **Plagiarized work will result in a zero grade for the assignment.** In extreme cases, plagiarism will result in a failing grade for the course. A letter will also be put on your academic file.

Cheating

Cheating on a test results in a zero on the test and a letter to Registration for your file. An example of cheating is using a dictionary during a test when it is prohibited, as well as the more obvious examples of copying someone's test sheet or checking your notes. Cheating also includes talking to your classmate during a test; if you have a question or need something, you must ask me. If I hear your voice during a test, I have to assume you're cheating.

If you allow someone to copy from you during a test, you are also cheating, and will also suffer the full penalty for your cheating, which could include a permanent letter on your student record.

Homework

Homework study is very important. You should set aside a minimum of an hour per day for your 072 homework. By establishing a study routine, you will become an independent learner.

Attendance

Attendance is very important. If you attend regularly and work consistently at your English, you will make progress. Regular attendance (at least 80%) is a requirement of this course. Students should inform the

instructor before class by telephone or email if they have to miss a class. Students must find a study-buddy in class, and get missed notes, assignments, and announcements from him or her. You are responsible for collecting handouts for your study-buddy if he or she is absent.

Length of Time in 072

Students obviously progress at different speeds, depending on how well they read and write when they enter the course, how hard they are willing or able to study, and other influences, such as how much English they speak outside of class, and length of time in Canada. Therefore, in order to reach the necessary level for success in ELD 092/094, some students may need more than one term in ELD 072.

According to the Academic Progress Policy in the Camosun Calendar, “students are ultimately responsible for their learning and progress and are expected to seek help in a timely manner when they are unable to meet the course requirements.” This means that if you fail or do poorly on one or more assignments, or you are failing the course, it is your responsibility to approach the instructor to ask for extra help.

Completion Requirements

Students must reach an adequate level of competency (60%) in BOTH writing and reading (about grade eleven) to complete this course successfully. In other words, you must reach a passing grade (60 %) in each of the skills (reading and writing) to pass this course. **Students must receive a C (60%) in order to take ELD 092 and ELD 094**

Important Prerequisite Information

ELD 072 students must also complete ELD 074 or take ELD 074 with ELD 092 in order to register for ELD 092. Students must complete ELD 074 before they can register for ELD 094.

Grading

A+	90 - 100%	Superior level of achievement
A	85 - 89%	
A-	80 - 84%	
B+	77 - 79%	High level of achievement
B	73 - 76%	
B-	70 - 72%	
C+	65 - 69%	Satisfactory level of achievement
C	60 - 64%	
D	50 - 59%	Minimum level of achievement for which credit is granted. A course with a “D” grade cannot be used as a prerequisite.
F	0 - 49%	Minimum level is not achieved
I		Work is not complete. Mark will become an “F” unless work is completed within six weeks.

Graded Assignments

Marks are divided equally between reading and writing. There is also a grade for the Independent Learning, Homework, and Participation component of the course (20 marks).

Although there will be a variety of assignments to help you with your English, only the following assignments will be graded. Keep a record of your grades below.

Writing

Assignment	Percentage	My Grade
In-class paragraph writing (2)	10	
In-class essay writing	10	
Final writing test	10	
Research report	10	
Total	40	

Reading

Assignment	Percentage	My Grade
Reading test	5	
Midterm reading test	10	
Final reading test 3	10	
Report on the Novel	5	
Summary test	5	
Paraphrasing test	5	
Total	40	

Independent Learning, Homework, and Participation

Grade based on Term Work	Percentage	My Grade
Total grade possible	20	

Important Notes

- Format for writing assignments:
 - All writing - whether done in or out of class - should be **double spaced**.
 - **Major out of class writing assignments** should be done on a **computer**.
 - **Staple all pages** before handing in assignments.
 - Make sure your name appears on every page.
 - Keep an extra copy of your work, for safety reasons.

Recording Devices

- Students may not use recording devices in the classroom without the prior permission of the instructor. However, the instructor's permission is not required when the use of a recording device is sanctioned by the College's Resource Centre for Students with Disabilities in order to accommodate a student's disability and when the instructor has been provided with an instructor notification letter

which specifies the use of a recording device. Recordings made in the classroom are for the student's personal use only, and distribution of recorded material is prohibited.

I look forward to working with you. Please feel free to come and talk to me if you have any questions.



ELD Department Academic Progress and Attendance Requirements Advanced and Provincial Levels¹

Progress

In most cases, the ELD department expects students to be able to complete a level (Advanced or Provincial) in one four-month semester (hours shown are per week).

Advanced

- 072 (10 hours)
- 074 (5 hours)

Provincial

- 092 (5 hours)
- 094 (5 hours)

Students are responsible for

- attending classes regularly (see “Attendance” below)
- speaking English in class
- doing assigned homework and in-class work
- participating in class activities

Instructors are committed to providing quality education in a learning-centered manner. They will monitor course prerequisites and student progress and endeavour to place students in courses where they can succeed. When progress is unsatisfactory, appropriate interventions will occur.

Satisfactory progress requires that a student maintain a Grade Point Average of 2.0 (C) on the four most recent courses. A student whose performance is unsatisfactory will be placed on academic probation for the next session attended². A student in this situation must consult with an Academic Advisor. A student who is on academic probation and who fails to obtain a sessional GPA of at least 2.0 (C) will be required to withdraw from the School for one year. The student will be also placed on academic probation for the next session attended.

¹ See the Camosun College Academic Progress Policy at <http://www.camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>

² Spring and Summer are considered as one session.

A student who is required to withdraw a second time will be refused registration for credit courses in the School of Access for two years. The student will be placed on academic probation for the next session attended. A student will be denied registration in any School of Access credit course for at least one year after twice receiving an F grade in that course. A student who is on academic probation may appeal this decision to the Dean.

Attendance

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 "F"/"IP" grade.

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:

- 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 ELDD instructional assistant. Official documentation to justify absences (e.g. doctor's note) is expected.