



**ELD 034 English Basics 2
Winter 2015 Outline
January 5 to April 17, 2014**

	Section 003	Section 004
Instructor:	Jennifer Cummins	Jennifer Cummins
Time:	12:30 p.m. – 2:50 p.m.	3:00 p.m. – 5:20 p.m.
Room:	CBA 159 (Lab) M CBA 102 T CBA 143 W CBA 121 Th	CBA 125 (M, T, W) CBA 159 (Lab, Th)
Office Hours:	10:00 – 12:00 by appointment	10:00 – 12:00 by appointment
Office:	CBA 129	CBA 129
Phone:	250-370-4494 (24 hour voice mail)	250-370-4494 (24 hour voice mail)
Email:	CumminsJ@camosun.bc.ca	CumminsJ@camosun.bc.ca
D2L:	https://online.camosun.ca	https://online.camosun.ca

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 a class, 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. *ELD 034 English Essentials Workbook*
2. *Basic Grammar in Use*
3. Headset with Microphone – NO USB CONNECTION
4. A three-ring binder and loose-leaf paper

No Classes

Family Day: Monday, February 9th
Reading Break: Thursday and Friday, February 12th and 13th
Good Friday: Friday, April 3rd
Easter Monday: Monday, April 6th

Learning Outcomes

ELD 034 is an integrated skills course for non-native English speakers providing further development of speaking, listening, reading, and writing skills. This course corresponds to the Canadian Language Benchmarks levels 3 and 4. At the end of the course (20 hours per week for full-time students), successful students will be able to:

<p>Speaking</p> <ul style="list-style-type: none">• Indicate problems in communication.• Ask for/ grant permission; Advise and report danger; Ask for/ offer/ accept assistance and advice.• Describe people, objects, situations and simple daily routines.• Express immediate and future needs, wants and plans.• Talk about health and feelings.• Participate in small talk (open, respond, close). Introduce two persons and take leave in conversation.• Give simple instructions and directions.• Tell about past personal experiences.	<p>Reading</p> <ul style="list-style-type: none">• Understand authentic material such as personal notes, letters, e-mails.• Follow instructions for recipes, long distance telephone calls, etc.• Understand schedules, directories, and tables.• Understand community form letters, notices, and flyers.• Understand two-to three-paragraph texts, including main idea and specific details.• Use dictionaries, graphs, maps, and diagrams.
<p>Listening</p> <ul style="list-style-type: none">• Demonstrate understanding of a range of expressions used to ask and grant permission; advise of danger; ask for/offer/accept assistance.• Identify and respond to requests for personal ID and experience, (dis)likes and personal everyday experience.• Recognize small talk, introductions, and leave-taking expressions.• Recognize standard phone greetings and take a simple phone message.• Identify expressions to request, accept, and reject goods and services. Identify culturally appropriate non-verbal responses.• Follow instructions.	<p>Writing</p> <ul style="list-style-type: none">• Write letters and notes.• Use a catalogue, a manual, or a dictionary.• Fill out a simple form.• Write a simple message to a teacher, business note to a landlord or employer, clearly explaining a problem or situation.• Write a clear short text in a basic paragraph structure about a personal or familiar situation or experience, demonstrating past, present, and future tenses.

To complete 034, a student must get a mark of S (satisfactory) on the outcomes in each skill area (speaking, listening, 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 Guidelines
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 phone message for 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 NC (Not Complete) grade.

**If you cannot come the day of a test, please phone or email the instructor
before the beginning of the class.
Make-up 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)

College Policy States:

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 **034** a student must get a mark of **S** (Satisfactory) on the Learning Outcomes in each skill area (reading, writing, listening, and speaking listed on Page 2 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 full-time student in 034 (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 counselling, getting help from the Help 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.

*Part-time students (12.5 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>