



## Course Outline

### English (ELD) 072 (Section 005) Winter 2015

**Instructor:** Patrick McGuire

**Telephone:** 250-370-3339 (voice mail)

**E-mail:** [patrick.mcguire22@online.camosun.ca](mailto:patrick.mcguire22@online.camosun.ca)

**Office (WT 101A) Hours:** Tuesday 10:30 - 11:30

Friday 10:30 - 11:30 (or by appointment)

**Course Time and Location:** 01.06.2015 - 04.11.2015

Monday – 6:00PM - 9:20PM. WT101

Tuesday – 6:00PM - 7:50PM, Young 220 8:00PM - 9:20PM, Ewing 100 (lab)

Thursday – 6:00PM - 8:20PM, WT101

**Credit Value:** 3

**Prerequisite:** ELD 050 or assessment.

**Required:** ELD 072 Advanced English Coursepack – Karyn Marczak (in bookstore)

**Required:** *Of Mice and Men* – John Steinbeck (bookstore – new & used)

**Required:** An English-English Dictionary

**If you do not have one, buy** Longman Dictionary of Contemporary English (new or used in bookstore). (Note: Electronic dictionaries can be useful but a paper English-English dictionary is **essential** - only this can be used on writing tests.)

**Recommended grammar:** A Canadian Writer's Reference – 4th Edition – Diana Hacker

### 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. The instructor will abide by this course outline and students are expected to read and understand its contents.

### Course Description & Aim of the Course

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. This 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

**Attendance: Regular attendance is extremely important.** If you attend regularly, come prepared, make a consistent effort and always do your best, you will make progress and most likely succeed in the course. In our department, we know from years of experience that regular attendance (at least 80% or better) is essential in order to do well in this course. If you cannot attend a class because of illness or for some other valid reason, please email the teacher. Also, make an arrangement with **TWO** other students (to be your **study buddies**) to share notes in the event that either of you is absent.



### **Learning Outcomes**

Express a basic ability to organize thinking through writing.

#### **A. Writing and Organization**

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

#### **B. Grammar and Mechanics**

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

#### **C. Read and Comprehend selected texts:**

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

#### **D. Understand and function within culture of Canadian post-secondary classroom:**

- a. Prepare and present an organized oral presentation relevant to purpose and audience using appropriate audiovisual supports.
- b. Demonstrate respect for learner colleagues, including those from differing cultural and linguistic backgrounds.
- c. Collaborate with others in group tasks and discussions.
- d. Abide by the concept of academic honesty.
- e. 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, discussions, audiovisual learning, individual assignments and computer lab work. The combination of individual, small group and class work is designed to help improve specific skills, while encouraging you to learn together and from each other.

In addition to doing instructor-led in-class activities, students also work in small groups, and on their own. Instructors regularly schedule independent learning sessions during class hours, some of which will extend into homework assignments. **These independent learning sessions, together with quizzes, practice tests and homework completed outside of class, account for 20% of the final grade, so they are very important.** The main purpose of 'Independent Learning' sessions is to help students develop the confidence and ability to work independently and effectively, often in response to topics not assigned in advance, as this is such a necessary skill for passing in-class writing and reading tests and succeeding in college.



**Assignments:** Most graded assignments will be done in class. You will also be expected to do or finish other assignments at home. It is your responsibility to complete all assignments and hand them in on time. If for some reason you are having difficulty meeting a deadline (i.e. the day and time when an assignment is due), you need to discuss this with your instructor **before the deadline**. Communicate with your teacher!

**Homework / Independent Study:** Being disciplined about doing homework every day is very important. Set aside an hour per day, on average, for homework. By establishing a study routine, you will become a strong independent learner.

### **Length of Time in 072 & Completion Requirements**

Because students vary widely in their abilities, it takes some students more than one term to pass the 072 level and meet the criteria for entry into ELD 092 / 094.

Students must achieve an adequate level of competency C (60%) in both reading and writing (approximately equivalent to grade 11) to complete this course successfully. This means that students must attain a C (60%) in reading, and a C (60%) in writing in order to pass ELD 072. **Additionally, if a student does not pass both the reading and the in-class writing final, he or she must repeat ELD 072.** Note: Completion of both ELD 072 and ELD 074 is required in order to take ELD 092 and EDL 094 at the same time. Students who succeed in ELD 072 but not ELD 074 may only take ELD 092 until they have passed ELD 074.

### **Weekly Schedule (Tentative) and Important Dates**

- Week 1: Introduction / Assessment / Readings & Discussions / Sentence Types
- Week 2: Sentence Types / Paragraphs / Readings & Discussions / Grammar
- Week 3: Paragraphs / Readings / Grammar / **Practice grammar quiz**
- Week 4: Paragraphs / Readings/ Summaries/ Grammar  
**Grammar Quiz #1**
- Week 5: First in-class **Reading & Summary Test**  
First in-class **Writing Test – Two Paragraphs**
- Week 6: Readings / Grammar /
- Week 7: **Midterm Reading Test**
- Week 8: **Midterm Grammar quiz #2**  
**Midterm In-class Essay**
- Week 9: Work begins on the novel *Up at the Villa*
- Week 10: **Oral Summary Presentations and Group Discussions**  
Second in-class **Reading & Summary Test**  
**(Week 10: Last withdrawal without a F grade or change to audit)**
- Week 11: – Independent Learning Tasks  
In-class **Essay Writing Test –**
- Week 12: **Novel quiz – ‘Up at the Villa’**
- Week 13: **Final Grammar Quiz (#3)**
- Week 14: **Reading Final –**  
**Final Summary Test –**  
For much of Week 14, students work independently on the Final Draft of their Essay (involving research)\* & speak with the instructor one-on-one  
Final research essays are due on the last day of class.



**072 Tests & Assignments – Keep track of your grades by recording them below:**

**Writing:**

Paragraph Writing	/ 10 points	
Reading responses	/ 10 points	
Midterm Essay	/ 20 points	
Grammar Quizzes	/ 10 points	
Final Grammar Quiz	/ 10 points	
Final Essay (First Draft)	/ 10 points	
Final Essay – Second Draft)	/ 10 points	
Independent Learning Tasks + Quizzes & Homework	/ 20 points	
<b>Total</b>		/ 100 points

**Reading:**

Reading Assignments	/ 20 points	
Summaries	/ 10 points	
Midterm Reading Test	/ 20 points	
Oral presentations	/ 10 points	
Novel Quiz	/ 10 points	
Final Reading Test	/ 20 points	
Independent Learning Tasks + Quizzes & Homework	/ 20 points	
<b>Total</b>		/ 100 points

**IMPORTANT INFORMATION:**

- In order to pass the course, you must achieve separate overall passing grades (minimum 60%) in both **assignments done in-class\*\*** and **work done out-of-class**. **In-class assignments include** in-class essay writing, reading comprehension / summary assignments and grammar tests.
- **A medical certificate or other valid documentation is required for absence on a test day to avoid a zero.** Only assessments worth more than 5 pts can be marked late/absent. A missed in-class assignment, quiz or homework worth 5pts or less cannot be made-up or submitted late. An example would be missing a 5-point quiz/summary.
- **Plagiarism:** All assignments must be written entirely by you. Work that is copied from another source, done in whole or in part by another person, or fixed and edited by



another person is plagiarism – theft of another person’s ideas / effort. To avoid plagiarism, don’t get a “tutor” to edit your work and don’t “borrow” material from the Internet. Be aware that your instructor will be familiar with your style and level of writing from your in-class work and knows how to use the Internet, too. **Plagiarized work will result in a zero grade for the assignment. In repeat cases, plagiarism will result in a failing grade for the course.** This policy follows the Camosun College Calendar – Student Conduct section.

**Additional Notes:**

- 1. Except in cases of verified/documentated illness, all tests, quizzes and assignments must be completed/submitted on due dates. Late assignments/make-up tests are provided for.** If you have a valid reason that makes it impossible for you to submit an essay on time, you must speak to the instructor **before the due date. Tests are given once only, in the scheduled class.**
- 2. Students who have completed all major assignments and whose total mark for the term is between 50 - 59% will be awarded a "D" Grade (Pass).** This is a passing grade; however, it is not a prerequisite for students planning on continuing into University Transfer courses or Technology / Business courses. A "C" grade is the minimum prerequisite for higher level courses.
- 3. In cases where the total mark is below 50%, students will receive an "F" grade.** Students who drop out of the course without officially withdrawing at Registration will receive an "F" grade.
- 4. Without consistent attendance, you will likely not do well in this course. For most students, at least 80% attendance is required to perform adequately. Our experience has shown us that most of our students who receive a B, B+, A -, A or A + in the course have attended all or almost all of the classes. In other words, there is direct correlation between attendance and good grades.**

The ELD Department has an **Academic Progress and Attendance Policy** designed to enhance a learner’s likelihood of success. Students should become familiar with the content of this policy. It has been printed on the last two pages of this course outline. It contains information regarding the importance of attendance.

**If you are sick or have another valid reason for your absence, please telephone or email the instructor before the class or relay a message through a friend or classmate regarding your absence.**

- 5. All assignments** must be completed to fulfill the requirements of this course and receive a passing grade. **All assignments must be neatly done, double-spaced, stapled, and written on one side of the paper. At-home assignments should be typed**
- 6. 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.
- 7. No electronic devices (electronic dictionaries, cell phones, etc.) can be used during tests and some in-class assignments (at the discretion of the instructor)**



### Evaluation / Grading:

Percentage	Grade	Description	Grade Point
90-100	A+	Superior level of achievement	9
85-89	A		8
80-84	A-		7
77-79	B+	High level of achievement	6
73-76	B		5
70-72	B-		4
65-69	C+	Satisfactory level of achievement	3
60-64	C	Sufficient level of achievement to proceed to next level of study	2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite	1
0-49	F	Minimum level has not been achieved	0
	I	Work is not complete, but instructor has granted an extension. Mark will become an "F" unless the work is completed within six weeks	

### ELD Department Academic Progress and Attendance Requirements Advanced and Provincial Levels<sup>1</sup>

#### 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

<sup>1</sup> See the Camosun College Academic Progress Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>



Instructors are committed to providing quality education in a learning-centered manner. They will monitor course prerequisites and student progress and endeavor 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 attended<sup>2</sup>. 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.

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.