



**COURSE OUTLINE**

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**Instructor Information**

Instructor: Karen Lightbody  
Email: lightbodyk@camosun.bc.ca  
Phone: 250-588-8277  
Location: Saanich Adult Education Centre  
Office hours: By appointment

**Class Information**

Class Schedule: Monday and Wednesday from 12:30 – 3:20pm

**1. Intended Learning Outcomes**

Students will be able to:

- demonstrate skills and strategies that promote learning: working independently and in groups, managing in-class time using the library, and taking tests.
- read from a variety materials: biographies, newspaper and magazine articles, and works of literature: short story, play, poem, and novel.
- read for comprehension (literal and inferential understanding); summarize, interpret, evaluate, skim and scan reading material; retrieve information for personal, study and research purposes.
- demonstrate reading comprehension to the grade 10- equivalent level.
- use various skills and strategies to build vocabulary and understands vocabulary in context to approximately the grade 10 level.
- collect and organize ideas using pre-writing strategies to write descriptive, narrative, and expository paragraphs, a business letter, and multi-paragraph compositions.
- demonstrate correct usage of basic grammar and punctuation.

**2. Required & Recommended Materials**

- Student or instructor selected reading materials and works of literature
- *Essential Reading Skills* by K. McWhorter, 4<sup>th</sup> ed.
- *Thinking and Writing: A Guide to Paragraphs and Essays* by Ray Bigauskas
- A dictionary and a thesaurus

**3. Course Content**

A focus on reading, discussion and writing develops students' vocabulary and comprehension and promotes effective reading.

**4. Basis of Student Assessment**

Students will build a portfolio of their work to be used as an evaluative tool in the assessment of their progress in the course.

<b>Portfolio Activity</b>	<b>#</b>	<b>Description</b>
Write about yourself	1	You might choose to share information about yourself that will prove helpful in your new learning.
Reading log	10 entries	Record daily reading selections with comments.
Newspaper & Magazine Articles	2 - 6	Read & respond in writing to newspaper & magazine articles.
Literature	2 - 4	Read & share your written responses to works of literature.

Auto/Biographies	1 - 2	Read & respond in writing &/or discussion to autobiographies and biographies.
Paragraphs	4	Write different styles of paragraphs: descriptive, narrative & expository.
Letter	1	Write a business letter.
Specific reading skill development	3 chapters	Develop active reading, building vocabulary using context clues and locate main ideas from <i>Essential Reading Skills</i> . Discuss this assignment with your instructor.
Grammar Pack	as needed	Discuss this assignment with your instructor.
Standardized test(s)	1 or more	Achieve a grade level of 10.0 in vocabulary and comprehension.
Other		The instructor may assign additional work to help students achieve required learning objectives.

Note: In order to assist each student to achieve the required learning outcomes, the instructor may require each student to include additional items in the portfolio, such as free writing, vocabulary development work, and reports of participation in language activities with others (class discussions and projects; reading stories to children; letters to politicians or newspapers.)

### 5. Grading System

Competency based grading system

Grade	Description
COM	The student has met the goals, criteria, or competencies for this course.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course.
NC	The student has not met the goals, criteria, or competencies.

Students with a record of poor attendance or poor progress may be restricted from re-registering in Community Learning Partnerships Department courses.

### 6. Recommended Materials or Services to Assist Students Success

#### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or the College web site at <http://www.camosun.ca>

#### STUDENT CONDUCT POLICY

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site at <http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.pdf>

#### GRADING POLICY

A student grading policy applies to all Camosun students enrolled in courses for which they will be granted credit. This information is available in the College Calendar, Registrar's Office or the College web site at <http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf>

#### ACADEMIC PROGRESS POLICY

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 at

