

letters, business letters, resumes, reading logs, and reports or business plans or proposals.

- Learn various student-success strategies, including note-taking.
- Learn strategies to distinguish distracters from answers on multiple-choice tests.

3. Required Materials

- a) Gage Canadian Dictionary
- b) Roget's Thesaurus
- c) *Essential Reading Skills* by Kathleen McWhorter
- d) Instructor selected reading materials
- e) Student selected reading materials

4. Course Content

A focus on reading comprehension, vocabulary development and writing skills prepares students for the Trades (*Carpentry, Horticulture, Auto-mechanics, Heavy Duty, Diesel, Plumbing, Gas-Fitting, Sheet Metal, Aircraft Sheet Metal, Welding*)

5. Schedule: Classes run from May 3 to June 18, 2010.

6 in-class hours:

daytime (3 x 1hr, 50 min. classes);

evening (2x 2 hr, 50 min classes)

4 Help Centre hours, arranged by the student

6. Basis of Student Assessment

Category	Assignment	% of Grade	Description
Paragraphs	3 practice; 1 timed	10	Practice with a variety of writing patterns.
Business Writing	letter & resume	10	Produce a resume & business letter.
Critical Reading	Read textbook & complete 5 chapters	20	Complete chapters 1,3,4,5,8 in <i>Essential Reading Skills</i> .
Reading Log & Reflective Paragraph	2 week reading log & reflective paragraph	10	Maintain a 2 week reading log & write a reflective paragraph on that experience.
Glossary	20 – 30 terms	10	Create a career-related glossary.
Multiple-Choice Quiz	5 question quiz	5	Design a 5 question multiple-choice quiz.
Quiz Pilot	Pilot & mark quiz	5	Pilot quiz with instructor and IA.
Note-taking	Study notes	5	Take notes from a career-related article.
Summary	150 – 200 words	5	Summarize a career-related article.
Research Report	Use sources & organize ideas.	20	Research and write a report.

7. Grading System

A+	90 – 100%	B+	77 – 79%	C+	65 – 69%
A	85 – 89%	B	73 – 76%	C	60 – 64%
A–	80 – 84%	B–	70 – 72%	D*	50 – 59%
				F	0 – 49%

**Minimum level of achievement for which credit is granted; a course with a 'D' grade cannot be used as a prerequisite.*

Students with a record of poor attendance, OR poor progress may be restricted from re-registering in Academic and Career Foundations Department courses.

8. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

SUPPORT LEADS TO SUCCESS

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://camosun.ca/services/>

STUDENT CONDUCT

The purpose of this policy is to provide clear expectations of appropriate academic and non-academic student conduct and to establish processes for resolution of conduct issues or the imposition of sanctions for inappropriate conduct.

<http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.1.pdf>

STUDENT GRADING POLICY

A new student grading policy is in effect for students in the School of Access. This information is available in the College Calendar, Registrar's Office or the College web site at . . .

<http://camosun.bc.ca/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 in the Policy Section.

<http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>