



**ELD 032 Introduction to English Basics
Fall 2016 Outline
September 6 to December 16, 2016**

	Section 001/001E	Section 002/002E
Instructor:	Linh Taylor	Ann Brix
Time:	8:30 a.m. – 10:10 a.m.	10:30 a.m. – 12:10 p.m.
Room:	CBA 102 M, T, Th, F CBA 159 (Lab) W	CBA 145 M, T, W, F CBA 144 (Lab) Th
Office Hours:	before class or by appointment after 12:20	after class or by appointment
Office:	CBA 129	CBA 135
Phone:	250-370-4942 (24-hour voice mail)	250-370-4943 (24-hour voice mail)
Email:	taylorl@camosun.bc.ca	brix@camosun.bc.ca
Website (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 not answer your cell phone, text, check your email, or play games on your phone in class.
- You must not cheat on any tests.
- If you need to be absent, phone to leave a message or email your instructor.
- If you miss classes, 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

Required Books and Materials

1. *Interchange Intro Full Contact*, 4th Edition: \$60.20
2. *Oxford Picture Dictionary*, 2nd Canadian Edition: \$44.50
3. *Active Listening 1*, 2nd Edition: \$34.25
4. Headset with Microphone – NO USB CONNECTION
5. A three-ring binder and loose-leaf paper

No Classes

Thanksgiving Day: Monday, October 10th
Remembrance Day: Friday, November 11th

Learning Outcomes

ELD 032 is an integrated skills course which focuses on reading, writing, listening, and speaking. At the end of the course (20 hours per week for full-time students), successful students will be able to:

<p>Speaking</p> <ol style="list-style-type: none">1. Apologize; attract attention; request assistance2. Give basic, everyday instructions, directions and commands of 2 – 3 words3. Ask about and tell time4. Greet and say good bye5. Ask and answer basic personal questions6. Give personal information7. Ask for repetition and clarification	<p>Reading</p> <ol style="list-style-type: none">1. Understand basic written greetings (get well, farewell) including an invitation2. Follow instructions3. Understand short basic forms, maps, diagrams, signs, and schedules4. Understand a short text on a familiar topic
<p>Listening</p> <ol style="list-style-type: none">1. Identify and respond to requests for a few personal details2. Demonstrate understanding of a story about a person or family3. Identify courtesy phrases4. Understand when someone wants them to repeat or explain5. Identify expressions of request and caution6. Follow instructions	<p>Writing</p> <ol style="list-style-type: none">1. Write short greetings (thank you, get well, congratulations) on a card and address an envelope2. Copy information accurately from the phone book, simplified schedules, simple ads, etc.3. Fill out simple forms with basic personal information (change of address, cheques, simplified application forms)4. Write about a daily routine and a personal experience

To complete 032, 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 Policy
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 message with 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.

Makeup 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)

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 **032** a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area (reading, writing, listening, and speaking listed 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 032 (20 hours 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 (10 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>