



# ELD 052 003 2016F Course Outline

September 12 – December 16, 2014

**Time:** 3:00 – 5:20  
**Room:** Mon./Tues./Wed.: CBA 142  
Thurs: Computer Lab CBA 144  
**Instructors:** Jenny Bourne, Emily Ryan  
**Office:** CBA 136  
**Office Hours:** Tuesday, Wednesday, and Thursday 5:00-5:30  
(or by appointment)  
**Email:** bournej@camosun.bc.ca, ryane@camosun.bc.ca

## Books and Materials

1. *Active Skills for Reading 3 (3<sup>rd</sup> Edition)*
2. *Longman Dictionary of Contemporary English (Optional)*
3. A three-ring binder and loose-leaf paper

## No Classes

Thanksgiving: Monday, October 10<sup>th</sup>

## Learning Outcomes

ELD 052 is an integrated skills course focusing on **reading and writing**. At the end of the 4-month course (10 hours per week + 2.5 lab hours), successful students will be able to:

### Reading

1. Follow main ideas, key words and important details on a one-page text on familiar relevant topics.
2. Use questions, predicting, inferring, skimming, scanning, and graphic organizers to accomplish reading for specific purposes;
3. Use knowledge of context and word elements to pronounce and make sense of unfamiliar words and specialized vocabulary;
4. Develop personal responses to reading materials and support responses with reasons, examples, and details;
5. Locate and compare two or three pieces of information from print and Internet sources;
6. Demonstrate an understanding of the main ideas, factual details and inferred meanings in moderately complex materials on familiar topics;
7. Demonstrate comprehension of a cycle diagram, flow chart and a time line/ schedule;
8. Understand the meaning of specific vocabulary;
9. Use a concise unilingual dictionary; and
10. Follow a set of written instructions (up to 10 steps) on everyday tasks.

### Writing

1. Demonstrate developing ability in performing moderately complex writing tasks.
2. Use the writing process to compose well-organized 150 word (1 – 2 paragraph) texts describing step-by-step processes, sequences of events or stories;
3. Complete moderately complex forms;
4. Take notes from oral presentations;
5. Write business memos of requests;
6. Write personal email messages expressing or responding to congratulations, thank-yous, apology or offers of assistance;
7. Use a given list of criteria to appraise own and others' work and make suggestions for revision;
8. Apply specific vocabulary to written work; and
9. Communicate thoughts, ideas, concerns, feelings and experience.



**ELD Department  
Progress and Attendance Policy  
ELD 032-064**

Students are responsible for

- Being on time for and 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 unless the teacher permits them
- going to the Help Center (CBA 160) for extra help.

All students are strongly encouraged to attend Help Center workshops. These workshops are included as part of the funding for those students who have received funding.

**Attendance**

Students are expected to attend class every day, participate in class discussions and group activities, complete assignments, and attend Help Centre.

**If you are absent, you must email or leave a message with your teacher(s).**

<http://camosun.ca/learn/calendar/current/pdf/admission.pdf> (p.23)

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 IP grade.

**If you cannot come the day of a test, you MUST 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 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 Center
- 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 ELD instructional assistant. Alternatively, official documentation is expected.

## **GRADING POLICY:**

To complete **052** a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area (reading, and writing listed on Page 1 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.     |
| 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 both 052 and 054 (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 counseling, 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.

*You must meet the prerequisites of the next level to proceed.*

*You must progress in both your speaking and listening and reading and writing classes.*

\*Part-time students (12-15 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>