



# ELD 064 001 2017 SP/SU Course Outline

## May 1 – August 12 2015

**Time:** 8:30 – 10:20

**Room:** M T Wed Th CBA 125  
Fri CBA 144 (Lab)

**Instructor:** Leigh Sunderland  
**Office:** CBA 137  
**Office Hours:** by appointment  
**Phone:** 370-4944  
**Email:** sunderlandl@camosun.bc.ca

### Books and Materials

1. Lecture Ready 1 2<sup>nd</sup> Edition, Peg Sarosy & Kathy Sherak
2. Headset with Microphone – NO USB CONNECTION

### No Classes

Victoria Day	Monday, May 22
Canada Day	Monday, July 3
B.C. Day	Monday, August 7

### Learning Outcomes

ELD 064 is an integrated skills course focusing on **speaking and listening**. At the end of the 4-month course (10 hours per week + 2.5 lab hours), successful students will be able to:

#### Speaking

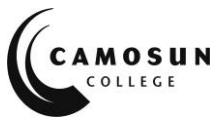
- Participate in conversations using strategies to check people's comprehension, hold the floor, continue after an interruption, and change the topic; and as listeners, actively participate using strategies to confirm your own comprehension, request repetition or clarification, keep the conversation going, give up the floor and attend to changes in topic;
- Express, respond to and recognize forms of gratitude, appreciation, complaint, disappointment, satisfaction, dissatisfaction and hope;
- Express, respond to and recognize warnings, encouragement, discouragement, recommendations, advice, and suggestions to solve problems;
- Express concern about personal issues, interpersonal relations, and intercultural conflicts. As a listener, recognize and show concern about the value of other people's personal issues, interpersonal relations, and intercultural conflicts;
- Ask for and provide detailed information related to personal needs, varied daily activities and routine job activities;
- Demonstrate a step-by-step procedure about a moderately complex but familiar technical or non-technical task;
- Give an oral presentation; and
- Take a live phone message with 2 – 4 details.

#### Listening

- Understand detailed information concerning services, routine job activities and daily affairs;
- Understand a set on instructions related to moderately complex technical or non-technical tasks;
- Understand, take brief notes and perform a related task (e.g., complete a chart) from information containing factual details in an extended description, report or narration; and
- Take information from a pre-recorded phone message with 5 – 7 details.

### Continue to Learn How To

- Demonstrate time management and independent learning skills;
- Make use of an English-English dictionary and a reference grammar in order to select or confirm appropriate word choice and correct usage;
- Use the computer and library facilities at the college to find information and produce documents;
- Appropriate word choice and correct usage; and
- Use the computer and library facilities at the college to find information and produce documents.



## 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
- going to the Help Center for extra help.

All students are strongly encouraged to attend Open Lab 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, and complete assignments.

**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:

- 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 **064** 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.
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 both courses: listening-speaking and reading-writing (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 learning skills 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.*

\*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/learn/calendar/current/pdf/academic-policies.pdf>

If a full-time student in both 062 and 064 (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 learning skills 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 (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>