



ELD 042-001 Course Outline Winter 2017

January 09 – April 21, 2017

Time: 10:30 – 12:20 (M- F)
Room: M, W, Th, F: CBA 102; Tu CBA 159 (Lab)
Instructor: Diana Kohl
Office: CBA 154
Office Hours: by appointment or after class
Phone: 250-370-4931
Email: diana.kohl27@online.camosun.ca

Books and Materials

1. *Active Skills for Reading Book 2 Third Edition- Neil J Anderson*
2. *Great Writing 1: Great Sentences for Great Paragraphs Fourth Edition*
3. *Longman Dictionary of Contemporary English (Optional)*
4. A three-ring binder and loose-leaf paper

No Classes/College Closed

Family Day: Monday, February 13
Reading Break: Tuesday - Friday, February 14 - 17
Good Friday: Friday, April 14th
Easter Monday: Monday, April 17th

Learning Outcomes

ELD 042 is an integrated skills course focusing on **reading and writing**. Grading is based on competencies and not on letter grades. At the end of the 4-month course (10 hours per week + 2.5 lab hours), successful students will be able to:

Reading

- Identify factual details and recognize inferred meaning in personal notes, emails and public announcements;
- Understand and follow moderately complex written instructions for a 7-10 step procedure;
- Understand moderately complex instructional texts (e.g., prevention and treatment of burns);
- Identify factual details and some inferred meaning in moderately complex business or service texts including formatted texts;
- Understand the purpose, main ideas and supporting details of an adapted text or short newspaper article;
- Understand standard maps, basic diagrams and maps;
- Locate and use information in educational software or on the Internet; and
- Locate and access information through tables of content, indexes or glossaries.

Writing

- Copy short texts (e.g., from dictionaries, encyclopedias, etc.) to record information for personal use, to complete tasks, to learn information;
- Copy simple business messages as written notes. Can take slow simple dictation with frequent repetitions;
- Write a short text on a personal or familiar situation or event, a personal experience or future plan;
- Write a short formal letter or email inviting or responding to an invitation;
- Fill out authentic forms (accident report, application for telephone service); and
- Write a paragraph to relate a sequence of events, describe a person, a procedure, scene or object, or to explain reasons.

**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 Centre for extra help.

All students are strongly encouraged to attend Help Centre which is included as part of the fees for your course.

Attendance

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

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

See the Camosun college calendar under ‘policies’ for more detailed information.

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 Centre
- 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.

FINAL EXAMS

You cannot write your final exams early. Students need to remain in Victoria, attending Camosun until April 20, 2017. Please book your flight to leave after this date.

GRADING POLICY:

To complete **042** 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 REQUIREMENTS

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/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf>