



**ELD 042 003**  
**Fall 2017 Course Outline**  
**September 5 to December 15, 2017**

**Time:** 3:00 p.m. – 5:20 p.m.  
**Room:** CBA 143 M, T, Th  
CBA 159 (Lab) W  
**Instructor:** Bev Horsman  
**Office:** CBA 136  
**Office Hours:** Before or after class or by appointment  
**Phone:** 250-370-4968  
**Email:** horsman@camosun.bc.ca

**Expectations**

- You are expected to be on time, attend class every day, speak English in class and out of class, and participate in class activities. If you don't understand something, please ask the teacher for help.
- You are expected to do your homework every night. If you're having trouble with something, you are expected to ask the teacher for extra help or go to the Help Centre before class.
- 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. Please read carefully *Academic Honesty Guidelines for Students in the School of Access and IECC* (<https://online.camosun.ca> – ELD 042 003)
- 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
_____	_____	_____
_____	_____	_____

**Books and Materials**

1. *Active Skills for Reading, Book 2, third edition* by Neil J. Anderson
2. *Great Writing 1*, fourth edition by Keith S. Folse, April Muchmore-Vokoun, Elena Vestri Solomon
3. *Longman Dictionary of Contemporary English (Optional)*
4. A three-ring binder and loose-leaf paper

**No Classes**

Thanksgiving Day: Monday, October 9<sup>th</sup>  
Remembrance Day: Monday, November 13<sup>th</sup>

### 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), 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 graphs;
- Locate and use information in educational software or on the Internet;
- 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);
- Write a paragraph to relate a sequence of events, describe a person, a procedure, scene or object, or to explain reasons.

To complete 042, a student must get a mark of S (satisfactory) on the outcomes in each skill area (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.

**If you are absent, please email or leave a message with your teacher.**

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" 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 **042** a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area (reading and writing listed on Page 2 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 student in 042 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 student does not progress in the second attempt at the same level, s/he may be put on probation for the following term.

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>