



ELD 064 003 Fall 2017 Course Outline

September 5 – December 15, 2017

Time: 10:30 AM – 12:20 AM (Mon- Fri)
Room: CBA 120 Monday
 Portable A, Room 102 Tuesday
 CBA 120 Wednesday
 CBA 159 (Lab) Thursday
 Portable A, Room 102 Friday
Instructor: Trish Hannigan
Office: CBA 141A
Office Hours: by appointment or after class
 (12:30 – 2:30 Monday-Thursday)
Phone: 250- 370-4937
Email: hanniganp@camosun.bc.ca

Books and Materials

1. Listening Power 3 (Gilbert & Rogers)
2. *Longman Dictionary of Contemporary English (Optional)*
3. Headset with Microphone – NO USB CONNECTION
4. A three-ring binder and loose-leaf paper

No Classes

Thanksgiving Day Monday, October 9th
 Remembrance Day Monday, November 13th

- 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. If you attend less than 80% of the classes, you will have trouble completing the level.
- **You must turn off your cell phone during class.**
- 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
• _____	• _____	• _____
• _____	• _____	• _____

FINAL EXAMS

You cannot write your final exams early. Students need to remain in Victoria, attending Camosun until **December 15th, 2017**. Please book your flight to leave **after** December 15, 2017.

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

1. 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;
2. Express, respond to and recognize forms of gratitude, appreciation, complaint, disappointment, satisfaction, dissatisfaction and hope;
3. Express, respond to and recognize warnings, encouragement, discouragement, recommendations, advice, and suggestions to solve problems;
4. 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;
5. Ask for and provide detailed information related to personal needs, varied daily activities and routine job activities;
6. Demonstrate a step-by-step procedure about a moderately complex but familiar technical or non-technical task;
7. Give an oral presentation; and
8. Leave a phone message with 2 – 4 details.

Listening

1. Understand detailed information concerning services, routine job activities and daily affairs;
2. Understand a set on instructions related to moderately complex technical or non-technical tasks;
3. 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
4. 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 Centre for extra help.

All students are strongly encouraged to attend Help Centre 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 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.

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 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 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.

*Students must successfully complete **both** the speaking and the listening components of the course in order to progress to 074.*

*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>