



Course Outline
ELD 032: Introduction to English Basics
Summer 2018
May 7 to August 17

	Section 001	Section 002
Instructor	Dirk MacKenzie	Ria Voros
Time	8:30 a.m. – 10:20 a.m.	10:30 a.m. – 12:20 a.m.
Room	Monday: CBA 102 Tuesday: CBA 144 (Lab) Wednesday: CBA 102 Thursday: CBA 102 Friday: CBA 102	Monday: CBA 143 Tuesday: CBA 143 Wednesday: CBA 143 Thursday: CBA 143 Friday: CBA 144
Office Hours	To be determined	By appointment
Office	CBA 135	CBA 141A
Phone	250-514-6771	250-370-4936
Email	mackenzied@camosun.bc.ca	vorosr@camosun.bc.ca
Website (D2L)		

Expectations

- 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.
- 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.
- If you need to be absent, phone to leave a message or email your instructor.

Required Books and Materials

1. *Four Corners 1, Full Contact* (ISBN 978-0-521-12634-2)
2. *Oxford Picture Dictionary* Third Edition (ISBN 978-0-19-902710-1)
3. Headset with Microphone – NO USB CONNECTION

No class on:

Monday, May 21
Monday, July 2
Monday, August 6

ELD 032 Learning Outcomes

In this integrated skills course, non-native speakers are introduced to basic listening, speaking, reading and writing skills using limited vocabulary in familiar, non-demanding, well-supported contexts. Students can expect to progress from Canadian Language Benchmark 1 to 2. By the end of this course, students will be working at Canadian Language Benchmark 2.

<p>Listening Respond to a very small number of common key words and simple phrases and questions in very short, slow, strongly supported communication in non-demanding contexts.</p> <ol style="list-style-type: none"> 1. Understand greetings, introductions, good-byes and courtesy phrases. 2. Understand requests for repetition and clarification. 3. Understand very short, simple instructions. 4. Understand expressions to attract attention and ask for help. 5. Understand obvious factual details in conversations and stories about highly familiar, concrete topics. 	<p>Speaking Orally communicate very basic information using a very small number of common, familiar words, phrases and sentences, usually in response to simple questions related to immediate needs in strongly supported, non-demanding contexts.</p> <ol style="list-style-type: none"> 1. Use and respond to greetings, introductions, good-byes and courtesy phrases. 2. Express or show communication problems. 3. Give brief, simple, common instructions. 4. Make and respond to simple requests (such as asking for help, or for the time, a price or an amount). 5. Give and ask for basic personal information including likes, dislikes, ability and inability. 6. Describe scenes and habits. 7. Describe very basic feelings, needs, wants and plans.
<p>Reading</p> <ul style="list-style-type: none"> ● Recognize letters and numbers. ● Decode a small number of common words and phrases. ● Interpret the meaning of a small number of words, phrases and simple sentences in very short, simple, visually-supported texts in very clear, non-demanding contexts. <ol style="list-style-type: none"> 1. Understand short greetings and simple goodwill messages. 2. Understand very short, simple, one-step instructions. 3. Get information from very short, simple formatted texts (such as forms, maps, schedules, signs, labels or receipts). 4. Understand obvious factual details in very simple, short texts about highly familiar, concrete topics. 	<p>Writing</p> <ul style="list-style-type: none"> ● Reproduce very short pieces of information. ● Write basic information using a small number of familiar words and simple phrases and sentences related to immediate needs and very familiar experiences in non-demanding contexts. <ol style="list-style-type: none"> 1. Write greetings or other goodwill messages in cards or very short, simple standard texts and address envelopes. 2. Copy short pieces of information from simple lists, identification documents, appointment cards, dictionaries or very short passages. 3. Complete very short, simple forms with basic personal identification information. 4. Write simple sentences to complete short guided texts or answer simple questions to describe personal situations.

To complete 032, students must get a mark of S (Satisfactory) on the outcomes in each skill area (speaking, listening, reading, and writing). There will also be in-class quizzes and the results will be considered in the overall assessment.

Progress and Attendance Policy

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 (CBA 160) for extra help.

Attendance

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

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

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 ELD 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. <http://camosun.ca/learn/calendar/current/procedures.html#admissions>

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, you MUST phone or email the instructor BEFORE the beginning of the class.

Makeup tests will ONLY be considered with a valid excuse and 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:

- getting help from the Help Centre
- counselling
- 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 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 if classes are missed.

GRADING POLICY

To complete an ELD course a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area. 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 GUIDELINES

Progress

If a full-time student (20 hours per week) does not progress in the first attempt of the level, the instructor will speak to the student about ways to succeed. If the full-time student does not progress in the second attempt of a level, the Chair will meet with the student. If the student does not progress in the third attempt at the same level, the Dean will meet with the student.

These Academic Progress Guidelines are designed to enhance a learner's likelihood of success. Students should become familiar with the content of these Guidelines. The Guidelines are available in each School Administration Office.

