



Course Outline: ELD 034-002 English Basics 2

Spring/Summer 2018: May 7 – August 17, 2018

	Section 001	Section 002
Instructor:	Ria Voros	Sarah McCagherty
Time:	8:30 a.m. – 10:20 a.m.	10:30 a.m. – 12:20 p.m.
Room:	CBA 145 T, W, Th, F CBA 159 (Lab) M	CBA 102 M, W, Th, F CBA 144 (Lab) T
Office Hours:	by appointment	by appointment
Office:	CBA 141A	CBA 141A
Phone:	250-370-4936	250-370-4937
Email:	vorosr@camosun.ca	mccaghertys@camosun.bc.ca
D2L:	https://online.camosun.ca	https://online.camosun.ca

If you miss a class, 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
_____	_____	_____
_____	_____	_____

No classes: May 21, Victoria Day
July 2, for Canada Day
August 6, BC Day

Books and Materials

- *Get Ready to Read*
- *Grammar & Beyond*
- Headset with Microphone – NO USB CONNECTION
- A three-ring binder and loose-leaf paper

ELD 034 Learning Outcomes

In this integrated skills course, non-native speakers continue to develop 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 3 to 4. By the end of this course, students will be working at Canadian Language Benchmark 4.

<p>Listening</p> <ul style="list-style-type: none"> • Respond to key words, common phrases and questions, and most short sentences in relatively short communication on topics of personal importance, spoken at a slow to normal rate with frequent support in non-demanding contexts. <ol style="list-style-type: none"> 1. Understand simple social exchanges containing greetings, introductions, casual small talk and leave-taking. 2. Understand simple common instructions and directions. 3. Understand familiar, everyday requests and expressions of permission. 4. Understand overall meaning and factual details in descriptions, conversations and stories about familiar, concrete topics. 	<p>Speaking</p> <ul style="list-style-type: none"> • Orally communicate basic information using simple sentences about personal needs and experiences in supported, non-demanding contexts. <ol style="list-style-type: none"> 1. Open and close conversations, make small talk and introduce self. 2. Express communication and comprehension problems. 3. Give simple, common instructions and directions. 4. Make and respond to an expanding range of simple requests (such as asking for help and permission). 5. Ask for and give information about needs and feelings 6. Describe scenes and daily routines. 7. Describe past experiences and series of events. 8. Describe wants and plans.
<p>Reading</p> <ul style="list-style-type: none"> • Interpret short, simple, clearly-organized texts related to familiar, relevant topics of personal importance with some visual support in non-demanding contexts. <ol style="list-style-type: none"> 1. Understand short personal social messages (such as invitations, thanks, apologies and arrangements). 2. Understand simple, clearly-sequenced point-form instructions. 3. Get information from formatted texts (such as forms, tables, maps, or schedules). 4. Get information from short business or services texts (such as brochures, notices, or flyers). 5. Understand the purpose, main ideas, key information and some details in simple, short texts about familiar, concrete topics. 	<p>Writing</p> <ul style="list-style-type: none"> • Reproduce or record a range of information from short texts. • Write simple sentences and short texts related to personal experiences and common situations in non-demanding contexts. <ol style="list-style-type: none"> 1. Write short, personal and informal social messages on familiar topics (such as invitations, updates, thanks or apologies). 2. Copy or record a range of information from websites, dictionaries, recipes, schedules or short passages. 3. Complete short, simple forms with basic personal or familiar information with some responses to simple questions. 4. Write short texts in paragraph format to describe familiar scenes, routines, past experiences and future plans.

To complete 034, 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.



**ELD Department
Progress and Attendance Guidelines
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 Help Centre.

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

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 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.

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)



College policy states 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 **August 17, 2018**. Please book your flight to leave after **August 17, 2018**.

Grading Policy

To complete **034** 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 Requirements

If a full-time student in 034 (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/learn/calendar/current/pdf/2013-2014-calendar.pdf>