



**ELD 042-002
Summer 2018
Course Outline
May 7 – August 10, 2018**

Time:	3:00 to 5:20 Monday to Thursday
Rooms:	CBA 159 (Lab) Monday CBA 126 Tuesday, Wednesday, Thursday
Instructor:	Emily Ryan
Office:	CBA 154
Office Hours:	Mondays, Wednesdays, 1:30-2:00pm (please email to make appointment)
Phone:	(250) 370-4916
Email:	ryane@camosun.bc.ca
Website (D2L):	https://online.camosun.ca

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.
- Please turn off your cell phone during class.
- If you need to be absent, please email your instructor *before* class.
- If you miss classes, ask a classmate to collect any handouts and contact him or her each day to find out about homework. It is encouraged that you get the email address of a classmate or two before the end of the first week.

Books and Materials

1. *Active Skills for Reading: Book 2, 3rd Edition*
2. *Great Writing 1: Great Sentences for Great Paragraphs, 4th Edition* (Folse et al.)
3. *Longman Dictionary of Contemporary English (Optional)*
4. A three-ring binder and loose-leaf paper

No Classes

Victoria Day	Monday, May 21
Canada Day	Monday, July 2
BC Day	Monday, August 6

ELD 042 Learning Outcomes

In this integrated skills course, non-native speakers are introduced to essential reading and writing skills using an expanding range of vocabulary in mostly familiar, non-demanding, sometimes supported contexts. Students can expect to progress from Canadian Language Benchmark 4 to 5. By the end of this course, students will be working at Canadian Language Benchmark 5.

Reading

- Interpret relatively short, clearly organized texts related to mostly familiar, relevant topics with possible visual support in mostly non-demanding contexts.
1. Understand simple personal social messages (such as invitations, thanks, apologies or arrangements).
 2. Understand simple, clearly sequenced point-form instructions and instructional texts.
 3. Get information from formatted, business or service texts (such as forms, tables, schedules, brochures, notices or flyers).
 4. Understand the purpose, main ideas, key information and specific details in relatively short texts about mostly familiar topics. Understand unformatted texts.
 5. Access and locate information from print or internet sources.

Writing

- Reproduce or record an expanded range of information from relatively short texts.
 - Write simple sentences and short texts and paragraphs related to personal experiences and common situations in non-demanding contexts.
1. Write short, personal and informal social messages on familiar topics (such as invitations, updates, thanks or apologies).
 2. Copy or record an expanded range of information from instructions, reference sources, websites, recipes, schedules or short passages.
 3. Complete simple forms with basic personal or familiar information with some responses to simple questions.
 4. Write simple business or service messages (such as responding to on-line sales advertisements or informing a landlord of problems).
 5. Write a paragraph to describe a familiar situation, event, past personal experience or future plan.

To complete 042, students 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 Guidelines Summer 2018
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 (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 a message to your teacher BEFORE class.

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

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 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
- 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 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 (reading and writing or listening and speaking). 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.