



ELD 052-001

Summer 2018 Outline

May 7 to August 17, 2018

Instructor:	Laura Hadwin
Time:	8:30 am - 10:20 am
Room:	Monday, Wednesday, Thursday and Friday: CBA 126 Tuesday: CBA 159 (Lab)
Office Hours:	By appointment after 12:20
Office:	CBA 136
Email:	hadwinl@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, actively participate in class activities, ask questions if you don't understand, and complete all of your assignments.
- You must check D2L for updates, as well as the homework.
- 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 at hadwinl@camosun.bc.ca.

Required Books and Materials

1. *Q: Skills for Success 3 Reading and Writing*
2. A three-ring binder and loose-leaf paper

ELD 052 Learning Outcomes

In this integrated skills course, non-native speakers develop essential reading and writing skills using an expanding range of vocabulary in mostly familiar, moderately demanding, sometimes supported contexts. Students can expect to progress from Canadian Language Benchmark 5 to 6. By the end of this course, students will be working at Canadian Language Benchmark 6.

Reading

- Interpret moderately complex texts in relevant, mostly familiar situations with mostly concrete but some abstract language and possible visual support in moderately demanding contexts.
 1. Understand moderately complex personal and public social messages (such as compliments, invitations, likes, dislikes or preferences).
 2. Understand moderately complex, step-by-step instructions and instructional texts.
 3. Locate and use information from moderately complex formatted, business or service texts (such as forms, tables, schedules, website navigation menus, brochures or public announcements).
 4. Understand the purpose, main ideas, key information, specific details, facts, opinions and implied meanings in moderately complex, mostly descriptive or narrative texts.
 5. Access, locate and use information from print or internet sources.

Writing

- Reduce information from a variety of sources to key points.
- Write simple to moderately complex texts and paragraphs about familiar, concrete topics related to daily life and experiences in moderately demanding contexts.
 1. Write personal and informal social messages on familiar topics (such as invitations, updates, thanks and apologies).
 2. Reduce written information to a list of important details.
 3. Complete moderately complex forms with detailed personal information (such as application forms for car rental, banking forms or job applications).
 4. Write a narrative paragraph.
 5. Write a process paragraph.

To complete 052, a student 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 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, participate in class discussions and group activities, and complete assignments.

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

<http://camosun.ca/learn/calendar/current/pdf/admission.pdf>

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 (Not Complete) 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 **052** a student must get a mark of **S** (satisfactory) on the Learning Outcomes in each skill area (reading, writing, listening, and speaking listed 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 052 (20 hours 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 counselling, 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.

*Part-time students (10 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>