



Course Outline: ELD 062-003 Intermediate English Reading/Writing

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

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Office Hours: by appointment

D2L: <https://online.camosun.ca>

Class hours: 10 hours per week + 2.5 lab hours

Times and location: M, T, W, F	8:30 a.m. – 10:20 a.m.	CBA 125
(Lab) Th	8:30 a.m. – 10:20 a.m.	CBA 144

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

- *Ten Steps to Building College Reading Skills*, 6th edition/*Ten Steps Plus* online access
- *Longman Dictionary of Contemporary English* (optional)
- A three-ring binder and loose-leaf paper

Learning Outcomes

In this integrated skills course, non-native speakers are introduced to intermediate **reading and writing** skills using an expanded range of vocabulary in partly familiar, moderately demanding, occasionally supported contexts. Students can expect to progress from Canadian Language Benchmark 6 to 7. By the end of this course, students will be working at Canadian Language Benchmark 7. Students who complete this course and ELD 064 will be prepared for Advanced ELD courses and selected courses at the college level.



Reading

- Interpret a range of moderately complex texts in relevant, partly familiar situations with concrete, abstract and some specialized language and possible visual support in moderately demanding contexts.
 1. Understand a range of moderately complex social messages (such as announcements, cancellations, arrangements, or apologies).
 2. Understand moderately complex instructions and instructional texts where sequence is inferred.
 3. Locate and use information from moderately complex formatted texts (such as forms, tables, schedules, or website navigation menus) or business or service texts containing advice, requests or detailed specifications.
 4. Understand the purpose, main ideas, key information, specific details, facts, opinions and implied meanings in moderately complex concrete and abstract descriptive or narrative texts
 5. Access, locate and compare several pieces of information from print or internet sources.

Writing

- Summarize key information from a variety of sources.
- Write moderately complex texts and paragraphs about familiar, concrete topics relevant to personal interests and experiences in moderately demanding contexts.
 1. Reduce a page of information to an outline or summary.
 2. Complete moderately complex forms with detailed personal information (such as job application forms or medical forms).
 3. Write business or service correspondence topics (such as complaints and requests for information).
 4. Write a compare/contrast paragraph.
 5. Write a cause/effect paragraph.

To complete 062, 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 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 **062** 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 both courses: listening-speaking and reading-writing (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.

You must meet the prerequisites of the next level to proceed.

* 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>