



ELD 052-002 Winter Term, 2018

Course Outline

January 08– April 19, 2018

Time: 12:30 PM – 2:50 PM (Mon. – Thurs)
Room: M, W, Th: CBA 126
Tues.: Computer Lab CBA 144.
Instructor: Bev Horsman
Office: CBA 136
Office Hours: Before or after class or by appointment
Phone: 250- 370-4968
Email: horsman@camosun.bc.ca

Books and Materials

1. *Active Skills for Reading 3 (3rd Edition)*
2. *Ready to Write 2 (4th edition)*
3. *Longman Dictionary of Contemporary English (Optional)*

No Classes

Family Day: Monday, February 12
Reading Break: Tues, Wed, Thurs February 13,14,15
Easter Monday: Monday, April 2

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 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.



**ELD Department
Progress and Attendance Policy
ELD 032-064**

Students are responsible for

- Being on time for and 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 – zero tolerance for cell phone use!
- going to the Help Center for extra help.

All students are strongly encouraged to attend Help Center workshops. These workshops are included as part of the funding for those students who have received funding.

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(s).

<http://camosun.ca/learn/calendar/current/pdf/admission.pdf> (p.23)

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 ELDD 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 the Help Center
- 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 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, and writing listed on Page 1 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.
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 both 052 and 054 (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.

You must progress in both your speaking and listening and reading and writing classes.

*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/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>