



**CAMOSUN COLLEGE**  
**School of Access**  
**English Language Development**

**ELD 062 Section 001**  
**English Essentials 2 Reading and Writing**  
**Fall 2018**

**COURSE OUTLINE**

The calendar description is available on the web @  
<http://camosun.ca/learn/calendar/current/web/eld.html#ELD062>

*Please note: Keep this outline for your records.*

**1. Instructor Information**

(a) Instructor	Diana Kohl
(b) Office hours	By appointment or 8:00-8:20 am and 12:15-12:45 pm Monday to Friday
(c) Office	CBA 154
(d) Phone	250 370 4931
(e) E-mail	dianakohl27@online.camosun.bc.ca

**2. Required Books and Materials**

- (a) Active Skills for Reading Book 4 Third Ed. ISBN 9781133308096 (Price: \$68.34)
- (b) ELD 062 Writing Coursepack (available only at Camosun Bookstore. Price: TBA)

**3. Course Schedule**

Day	Time	Place
Monday	10:30-12:20	CBA 125
Tuesday	10:30-12:20	CBA 125
Wednesday	10:30-12:20	CBA 125
Thursday	10:30-12:20	CBA 144 (lab)
Friday	10:30-12:20	CBA 125

Term dates: Tuesday, September 4, 2018 – Friday, December 14, 2018  
 No Classes: October 8<sup>th</sup> and November 12<sup>th</sup>

**4. Intended Learning Outcomes**

**ELD 062 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.

## 5. Assessment

In this course there will be Reading and writing tests including internet research activities. Additionally, students must complete homework assignments.

To complete ELD 062 a student must get a mark of 75% (or S=satisfactory) on the learning outcomes in each skill area (reading and writing). At the end of the term, the student will receive a grade based on the Competency Grading System described in section 6.

You cannot write your final exams early. Students need to remain in Victoria, attending Camosun until **December 14<sup>th</sup>, 2018**. Please book your flight to leave after **December 14<sup>th</sup>, 2018**.

## 6. Grading System

### **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	<i>The student has met the goals, criteria, or competencies established for this course, practicum or field placement.</i>
NC	<i>The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.</i>

### **ACADEMIC PROGRESS Requirements**

#### **Progress**

*If a full-time student (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 counselling, 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 will meet with the programme chair.*

## 7. Expectations to assist with student success

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 use the Help Centre.

### **Attendance**

Students are expected to attend class every day, participate in class discussions and group activities, complete assignments, and homework.

**If you are absent or cannot come the day of a test because you are sick, you MUST phone or email the instructor (Diana) before the class starts.**

**Makeup tests will only be considered with a valid excuse and with sufficient notification.**

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.

During the term, if a student misses one week of class without official documentation, s/he will meet 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
- counselling
- 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.

## 8. College Supports, Services and Policies



### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

### College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.