



CAMOSUN COLLEGE
School of Access
English Language Development

ELD 042-001
English Reading and Writing
Summer 2019

COURSE OUTLINE

The calendar description is available on the web at:

<http://camosun.ca/learn/calendar/current/web/eld.html#ELD042>

Please note: Keep this outline for your records.

1. Instructor Information

(a) Instructor	Laura Hadwin
(b) Office hours	Tuesday 1-2 pm, or by appointment
(c) Office	CBA 129
(d) Phone	250-370-4942
(e) E-mail	hadwinl@camosun.bc.ca

2. Required Books and Materials

1. *Q Skills 2 for Success: Second Edition (Split Version A) Reading and Writing* (Authors: McVeigh and Bixby)
2. A three-ring binder and loose-leaf paper
3. *Longman Dictionary of Contemporary English* (Optional)

3. Course Schedule

10:30 AM – 12:20 AM	
Mon	CBA 142
Tues	CBA 142
Wed: Lab	CBA 159
Thurs	CBA 142
Fri	CBA 142

Term Dates: Monday, May 6, 2019 – Friday, August 16, 2019

No Classes: May 20 (Victoria Day), July 1 (Canada Day), August 5 (BC Day)

5. 042 Intended 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.

6. Assessment

To complete ELD 042 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.

7. 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.

8. 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 cannot come the day of a test because you are sick, you MUST phone or email the instructor 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.