



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

**ELD 062 Section 1**  
**Reading and Writing**  
**Spring Summer 2019**

**COURSE OUTLINE**

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

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**1. Instructor Information**

(a) Instructor	Debra Lewis
(b) Office hours	Monday-Thursday 12.30-1.00 or by appointment
(c) Office	CBA 127
(d) Phone	250 370 4947
(e) E-mail	<a href="mailto:lewisd@camosun.ca">lewisd@camosun.ca</a>

**2. Required Books and Materials**

- a) *10 Steps to Building College Reading Skills*, Edition 6, John Langan
- b) *Longman Dictionary of Contemporary English (Optional)*

**3. Course Schedule**

Day	Time	Place
Monday	10:30-12:20	CBA 143
Tuesday	10:30-12:20	CBA 143
Wednesday	10:30-12:20	CBA 144 (lab: no headphones)
Thursday	10:30-12:20	CBA 143
Friday	10:30-12:20	CBA 143

Term dates: Monday May 6, 2019-Friday August 16, 2019  
No Classes: May 20, July 1, August 5

**4. Intended Learning Outcomes**

ELD 062 is an integrated skills course focusing on **reading and writing**. At the end of the 4-month course (10 hours per week + 2.5 lab hours), successful students will be able to:

**Reading**

- 1. Use skimming, scanning, questions, predictions, key words, highlighting, margin notes, summarizing, inferences, illustrations and graphic organizers to accomplish reading for specific purposes;
- 2. Find, collect and select information for specific purposes from a variety of print and electronic sources;

3. Show understanding of main ideas, factual details and inferred meanings in a variety of print materials and electronic sources containing authentic texts (1 – 2 pages);
4. Use text signals, context knowledge and word parts to make sense of unfamiliar words and specialized vocabulary;
5. Show comprehension of diagrams, flow charts, time lines and schedules;
6. Follow a set of written instructions (10 – 13 steps) on everyday tasks (technical and non-technical);
7. Develop personal responses to reading materials and support responses with reasons, examples and details.

### Writing

1. Use the writing process to compose well-organized 200-word texts on familiar relevant topics;
2. Complete moderately complex forms;
3. Take notes from oral reports;
4. Write business letters requesting information and making a complaint;
5. Write informal email messages;
6. Reproduce information provided in simple illustrations, maps, charts or other graphic representations;
7. Communicate thoughts, ideas, concerns, feelings and experience;
8. Use a checklist to appraise your own and others' work and make suggestions for revision and editing.

### Continue to Learn How To

1. Demonstrate time management and independent learning skills;
2. Make use of an English-English dictionary and a reference grammar in order to select or confirm appropriate word choice and correct usage;
3. Use the computer and library facilities at the college to find information and produce documents; Make appropriate word choice and correct usage

## 5. Assessment

In this course there will be reading and writing tests. Reading and writing tests are done in class. Assessed writing is handwritten. Additionally, students must complete homework assignments and tests.

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.

## 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 cannot come the day of a test because you are sick, you MUST phone or email the instructor (Mark) 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.