



CAMOSUN COLLEGE
School of Access
English Language Development

ELD 052 Section 001
English Essentials Reading and writing
Winter 2019

COURSE OUTLINE

The calendar description is available on the web @
<http://camosun.ca/learn/calendar/current/web/eld.html#ELD052>

Please note: Keep this outline for your records.

1. Instructor Information

(a) Instructor	Cliff Dyer
(b) Office hours	By appointment or 8:00-8:20 and 12:15-12:45 pm Monday to Friday
(c) Office	CBA 135
(d) Phone	250 370 4411
(e) E-mail	dyer@camosun.bc.ca

2. Required Books and Materials

- (a) Active Skills for Reading #3 3rd Edition By Neil Anderson
- (b) Three Ring Binder with loose leaf paper
- (c) Understanding and Using English Grammar Betty Azar 4th Edition (optional)

3. Course Schedule

Day	Time	Place
Monday	8:30-10:20	CBA 145
Tuesday	8:30-10:20	CBA 102
Wednesday	8:30-10:20	CBA 159
Thursday	8:30-10:20	Portable A Room 102
Friday	8:30-10:20	CBA 126

Term dates: Monday, January 7 – April 18, 2019
No Classes: February 18 (Family Day) February 19-22 (Reading Break)

4. Intended Learning Outcomes

ELD 052 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 Language 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 invitations, compliments, 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 tables, schedules, brochures, or posters).
 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 absence, personal update, thank-you, and apology email messages.
 2. Reduce written information to a list of main points.
 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.

To complete 052, 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.

5. Assessment

In this course there will be listening tests and speaking tasks including presentations, small-group discussions and role plays. Additionally, students must complete homework assignments and tests.

To complete ELD 052 a student must get a mark of 75% (or S=satisfactory) on the learning outcomes in each skill area (listening and speaking). 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 **April 18, 2019**. Please book your flight to leave after **April 18, 2019**.

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 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.