



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

**ELD 072 S10**  
**Advanced English, Self-Paced**  
**Fall 2019**

## **COURSE OUTLINE**

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

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

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### **1. Instructor Information**

<b>Instructor</b>	Sarah McCagherty
<b>Office hours</b>	Tuesdays and Thursdays, 11:00 am - 12:00 pm
<b>Location</b>	CBA 127
<b>Phone</b>	250-370-4947
<b>E-mail</b>	<a href="mailto:mccaghertys@camosun.bc.ca">mccaghertys@camosun.bc.ca</a>
<b>Website</b>	<a href="https://online.camosun.ca">https://online.camosun.ca</a>

### **2. Intended Learning Outcomes**

At the successful completion of this course, students will be able to express a basic ability to organize thinking through writing as follows:

- A. Writing and Organization
  - a. Plan, write, and revise simple paragraphs and essays using accurate vocabulary.
  - b. Choose topics that go beyond personal experience and reflect general world knowledge.
  - c. Write descriptive, narrative, and expository prose.
  - d. Present logical and unified thought in paragraphs and essays.
  - e. Demonstrate an ability to link ideas.
  - f. Locate, access, and select appropriate information from a variety of sources.
  - g. Acknowledge sources of information.
- B. Grammar and Mechanics
  - a. Identify and use accurate grammar and sentence structure.
  - b. Use correct spelling and punctuation.
- C. Read and Comprehend selected texts:
  - a. Find and use information and ideas from a variety of texts.
  - b. Identify the main points and supporting details in assigned texts.
  - c. Compare and contrast specific aspects of assigned texts.
  - d. Comprehend assignments and exam questions.
  - e. Prepare simple summaries and paraphrases from written sources.
  - f. Use beginning strategies to cope with the amount and variety of new vocabulary presented in college and university level courses.

### **3. Required Materials**

*Ten Steps to Advancing College Reading Skills, 6e*, by John Langan

## 4. Course Content and Schedule

### Course Description:

This self-paced 072 course is designed for non-native speakers of English who have a degree and/or work experience from their own country. It is suitable for learners who prefer to study individually and at their own pace rather than attend a regular class. The course focuses on developing reading and writing strategies for academic study. The course introduces ten strategies for developing reading skills. It also provides instruction and practice in grammar and skills learners need to write accurate and fluent essays.

### Computer experience required for this course:

In this course, we make extensive use of email and email attachments. The following is a list of skills that you should be comfortable with to be successful in this course:

- Basic keyboard and mouse proficiency
- Word-processing (typing, cutting, copying and pasting)
- Working with files (opening, saving and “saving as”)
- E-mail (sending, receiving, replying, forwarding and attaching files)
- Internet/WWW (navigating the internet and understanding how it works)

### How to Complete the Course:

To successfully complete the ELD 072 course, you must reach an adequate level of competency (60%) in BOTH writing (writing and grammar tasks) and reading (reading and summary tasks). This means you must achieve a grade of C or 60 % in each of the skills (writing and reading) to pass this course.

### Academic Honesty:

All assignments must be written entirely by you. Plagiarism, i.e. copying the work of a classmate, Internet resources or copyrighted materials, is considered dishonest use of another’s ideas.

**Plagiarized work will result in a zero grade for the assignment.** In extreme cases, plagiarism will result in a failing grade for the course. This policy is in accordance with the Camosun College Calendar – Student Conduct section.

### Classroom Hours:

**Because this class is self-paced, students can work wherever they feel comfortable:** from home, the library, the help centres, etc.

They can drop-in to see their instructor at the following times:

Thursdays, 4:00-6:00 pm	Lansdowne Campus English Help Centre, Ewing 202
Monday to Thursday, by appointment	Interurban Campus CBA 127

NOTE: In addition to our classroom hours, the ELD and English Help Centres are open Mon-Fri during the day. These are great spaces to work and get tutoring help for your assignments.

### Course Dates:

Sept 3, 2017 – Dec 13, 2017

### College Closed:

Monday, Oct 14, Thanksgiving; Monday, Nov. 11

## 5. Basis of Student Assessment

### Assignments:

Most assignments you do at home and send to your instructor via email. You must do all reading tests in class. The final essay assignment (Unit 4) is also written in class. It is your responsibility to complete all assignments on time. If for some valid reason you have difficulty meeting the suggested deadlines, you must discuss this with your instructor before the due date.

Please note that if you do not complete the course and wish to carry your assignment marks forward to a new term, you must enrol in the next consecutive term.

### Assessment & Evaluation:

Writing Tasks	Grammar Tasks	Reading Tasks	Summary Tasks
Unit 1 10%	Unit 1 5%	Diagnostic 1 10%	Paraphrasing 2%
Unit 2 25%	Unit 2 5%	Midterm Test 30%	Summary 1 3%
Unit 3 20%	Unit 3 5%	Diagnostic 2 10%	Summary 2 4%
Unit 4 25%	Unit 4 5%	Final Test 30 %	Sum/Response 1 5%
			Sum/Response 2 6%
<b>80% of Writing</b>	<b>20% of Writing</b>	<b>80% of Reading</b>	<b>20% of Reading</b>

You must pass (at least 60%) both writing AND reading to pass the course.

## 6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

## 7. 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.

## A. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

### 1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

### 2. Competency Based Grading System (Non GPA)

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.
DST	The student has met and exceeded, above and beyond expectation, 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.

## B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.