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

*ELD 032-001*
*English Basics 3*
*Summer 2020*

# COURSE OUTLINE

The calendar description is available on the web:
http://camosun.ca/learn/calendar/current/web/eld.html#ELD034

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

## 1.  Instructor Information

| (a) **Instructor** | Cristina Petersen |
|---|---|
| (b) **Virtual Office hours** | By appointment, preferably Mon-Thurs between 8:30 and 12:30 |
| (c) **Office** | CBA 141A* |
| (d) **Phone** | |
| (e) **E-mail** | petersenc@camosun.bc.ca |

**\*Notes: Physical office is not available during COVID-19. Please contact your instructor by email or phone. Please stay tuned for any updates.**
**Please respect that this is Cristina's personal cell phone and will only be available Monday- Friday from 8:30-4:00.**

## 2.  Required Books and Materials

(a) Q Skills for Success Reading and Writing Intro **ebook**
(b)  Headset with microphone

## 3.  Course Schedule
Online course. You may work online at any time that is convenient for you. Please stay up to date on D2L for course check-ins with your instructor.

**Term Dates:**  Monday, May 4th – August 21st 2020
**No Classes:**  May 18th (Victoria Day), July 1st (Canada Day), August 3rd (BC Day)

## 4.  Intended Learning Outcomes for ELD 033

In this integrated skills course, non-native speakers continue to develop basic reading and writing skills using limited vocabulary in familiar, non-demanding, well-supported contexts.  Students can expect to progress from Canadian Language Benchmark 3 to 4. By the end of this course, students will be working at Canadian Language Benchmark 4.

**Reading**

- Interpret short, simple, clearly-organized texts related to familiar, relevant topics of personal importance with some visual support in non-demanding contexts.

  1. Understand short personal social messages (such as invitations, thanks, apologies, and arrangements).
  2. Understand simple, clearly-sequenced point- form instructions.
  3. Get information from formatted texts (such as forms, tables, maps, or schedules).
  4. Get information from short business or services texts (such as brochures, notices, or flyers).
  5. Understand the purpose, main ideas, key information, and some details in simple, short texts about familiar, concrete topics.

**Writing**

- Reproduce or record a range of information from short texts.
- Write simple sentences and short texts related to personal experiences and common situations in non-demanding contexts.

  1. Write short email messages (such as absences and personal updates).
  2. Copy or record a range of information from websites, dictionaries, recipes, schedules, or short passages.
  3. Complete short, simple forms with basic personal or familiar information with some responses to simple questions.
  4. Write short texts in paragraph format to describe familiar scenes, routines, experiences, and plans.

## 5. Assessment

To complete 034, students must get a mark of S (Satisfactory) or 75% on the outcomes in each skill area (listening, speaking). There will also be in-class quizzes, and the results will be considered in the overall assessment.

## 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 | *The student has met 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.* |

***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 online classes regularly (see "Attendance" below)
- using English only online
- participating in discussions and group activities online
- doing assigned homework and class work online
- contributing to a positive learning environment online
- Asking Instructional Assistants online for extra help. All students are strongly encouraged to contact one of the IAs.

**Attendance**

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

**If you cannot complete a test because you are sick, you MUST phone or email the instructor before the test starts.**

It is each student's responsibility to attend the first online class of each course or contact their instructor if having issues with online course access. If a student does not attend the first class online and does not contact the instructor, admittance to the course may be denied.

If a student does not attend classes or contact their instructor 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:

- Obtain assistance from an Instructional Assistant (via email, phone or online support methods)
- 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.