



CAMOSUN COLLEGE
School of Access
English Language Development

ELD 042-001
English Essentials 1 Reading/Writing
Summer 2020

COURSE OUTLINE

The calendar description is available on the web
<http://camosun.ca/learn/calendar/current/web/eld.html#ELD042>

Please note: Keep this outline for your records.

1. Instructor Information

- (a) **Instructor** Emily Ryan
- (b) **Office hours** By appointment (Facetime, phone, etc.) – please email to schedule
ryane@camosun.bc.ca
- (c) **E-mail** Emails answered between 9am-5pm.
- (d) **Phone** Text or WhatsApp: for urgent or immediate
questions (9am-5pm **only**)
- (e) **Office** Phone calls **only** by appointment
CBA 141A (Face to face only)

2. Required Books and Materials

BOOKS:

- (a) *Active Skills for Reading 2* (Third Edition) by Neil J. Anderson
- (b) *Great Writing 1: Great Sentences to Great Paragraphs* (Fifth Edition) by Keith Folse

MATERIALS:

- (c) Writing Paper
- (d) Access to D2L and email
- (e) Phone to take photos of writing OR
- (f) A computer to type and email assignments

3. Course Schedule

In response to Covid-19, all class lessons will be delivered online via email and D2L Monday through Friday. Class lessons can be completed anytime throughout the day. **IF** classes return to a face-to-face classroom, the following schedule will be in place:

Class	M, W, Th, F	8:30-10:20am	Interurban	CBA 126
Lab	T	8:30-10:20am	Interurban	CBA 144

Term dates: Tuesday, May 4, 2020 – Friday, August 7, 2020

No Classes: Mon., May 18 (Victoria Day); Wed., July 1 (Canada Day); Mon. Aug. 3 (BC Day)

4. Intended Learning Outcomes

ELD 042 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 tables, schedules, brochures, notices, or flyers).
 4. Understand the purpose, main ideas, key information, and specific details in relatively short unformatted texts about mostly familiar topics.
 5. Access and locate information from 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 semi-formal invitation email messages.
 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 formal messages (such as responding to on-line sales advertisements, reporting absences, or informing a landlord of problems).
 5. Write texts in paragraph format to describe familiar situations, personal experiences, and plans.

5. Assessment

To complete 042, a student must get a mark of at least 75% (or S=Satisfactory) on the learning outcomes in each skill area (BOTH reading and writing). Assignments must be completed to the best of the student's ability and on time (unless technology errors or emergencies occur – please contact Emily **before** assignment deadline if so).

There will also be online quizzes and the results will be considered in the overall assessment. 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.

<i>Grade</i>	<i>Description</i>
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

- completing class lessons regularly (see “Attendance” below)
- using appropriate English in class activities
- participating in discussions and group activities on D2L
- doing assigned homework and in-class work
- contributing to a positive learning environment on D2L
- contacting your instructor if you need extra help

All students are strongly encouraged to use the Help Centre online.

Attendance

Even though classes are now online, students are expected to complete class lessons every day, participate in class discussions and group activities on D2L, complete assignments, and homework.

If you cannot complete tests on the given day because you are sick, you MUST phone or email the instructor *the day before*.

Makeup tests will only be considered with a valid excuse and with sufficient notification.

It is each student’s responsibility to complete the first class meeting of each course. If a student does not complete the first class and does not contact the instructor within two working days following the first class with a satisfactory explanation, admittance to the course may be denied.

If a student does not complete class lessons 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 assignments 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.