



CAMOSUN COLLEGE
School of Access
English Language Development

ELD 062 – B03
English Essentials 2 Reading and Writing
Fall 2020

COURSE OUTLINE

The calendar description is available on the web @
<http://camosun.ca/learn/calendar/current/web/eld.html#ELD062>

Please note: Keep this outline for your records.

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	TBA
(e) E-mail	lewisd@camosun.bc.ca

2. Required Books and Materials

- a) *Ten Steps to Building College Reading Skills/Ten Steps Plus Online Access*, Edition 6, John Langan
- b) *Ready to Write 2 (with online resources)*, 5th Edition, Blanchard & Root
- c) *Longman Dictionary of Contemporary English (Optional)*

3. Course Schedule

Day	Collaborate Ultra	Email/D2L
Monday	10.30-11.30	11.30-12.20
Tuesday	10.30-11.30	11.30-12.20
Wednesday	10.30-11.30	11.30-12.20
Thursday	10.30-11.30	11.30-12.20
Friday	10.30-11.30	11.30-12.20

Term dates: Tuesday September 8, 2020-Friday December 18, 2020
 No Classes: October 12, November 11

4. Intended Learning Outcomes

ELD 062 Learning Outcomes

In this integrated skills course, non-native speakers are introduced to intermediate reading and writing skills using an expanded range of vocabulary in partly familiar, moderately demanding, occasionally supported contexts. Students can expect to progress from Canadian Language

Benchmark 6 to 7. By the end of this course, students will be working at Canadian Language Benchmark 7. Students who complete this course and ELD 064 will be prepared for Advanced ELD courses and selected courses at the college level.

Reading

- Interpret a range of moderately complex texts in relevant, partly familiar situations with concrete, abstract and some specialized language and possible visual support in moderately demanding contexts.
 1. Understand a range of moderately complex social messages (such as announcements, cancellations of arrangements, or apologies).
 2. Understand moderately complex instructions and instructional texts where sequence is inferred.
 3. Locate and use information from moderately complex formatted texts (such as tables, schedules, or course calendars) or business or service texts.
 4. Understand the purpose, main ideas, key information, specific details, facts, opinions, and implied meanings in moderately complex concrete and abstract descriptive or narrative texts.
 5. Access, interpret, and compare several pieces of information from print or internet sources.

Writing

- Summarize key information from a variety of sources.
- Write moderately complex texts and paragraphs about familiar, concrete topics relevant to personal interests and experiences in moderately demanding contexts.
 1. Reduce a page of information to an outline or summary.
 2. Complete moderately complex forms with detailed personal information (such as job application or medical forms).
 3. Write business or service correspondence requesting information and/or complaining.
 4. Write a compare/contrast paragraph.
 5. Write a cause/effect paragraph.

5. Assessment

In this course there will be reading tasks and writing tasks including multiple-choice and short-answer tests, small-group discussions, writing responses, paragraph writing and emails. Additionally, students must complete online homework assignments and tests.

To complete 062, a student must get a mark of at least 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.

You cannot write your final exams early.

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 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 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.