

# COURSE SYLLABUS



COURSE TITLE: ELD 062 Intermediate English Reading/Writing

CLASS SECTION: BX01

TERM: Fall 2022

COURSE CREDITS: 0

DELIVERY METHOD(S): Face-to-Face

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Trish Hannigan

EMAIL: [hanniganp@camosun.ca](mailto:hanniganp@camosun.ca)

OFFICE: Ewing, Room 222

PHONE: 250-370-3138

HOURS: 12:30 – 2:30 Monday – Thursday; or by appointment

Your instructor will assign **four** hours of independent learning (asynchronous hours) each week. You must do the assigned tasks within each week. You can do this work when it is convenient for you, but you must complete the assigned work according to your instructor's instructions.

**Course hours per week:** 20 hours: 16 hours direct instruction (synchronous teaching) and 4 hours of independent learning (asynchronous learning). Your instructor will monitor your independent learning.

## CLASS TIMES AND LOCATIONS

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Classes run from Tuesday, September 6<sup>th</sup> – Friday, October 21<sup>st</sup>.

All classes take place on the Lansdowne Campus.

Monday	8:30 AM – 12:20 PM	Young Building, Room 300
Tuesday		Fisher Building, Room 200
Wednesday		Young Building, Room 300
Thursday		Ewing Building, Room 115 (Computer Lab)
Friday	Independent Learning	

\* The following days are holidays and the college will be closed:

Friday, September 30<sup>th</sup>: Truth and Reconciliation Day

Monday, October 10<sup>th</sup>: Thanksgiving Day

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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In this integrated skills course, speakers of English as an additional language develop intermediate reading and writing skills using an expanded range of vocabulary in partly familiar, moderately demanding, occasionally supported contexts. Students read a variety of moderately complex texts. Students organize, write and revise a variety of texts and paragraphs. Students who complete this course and ELD 064 will be prepared for Advanced ELD courses and selected courses at the college level.

PREREQUISITE(S): COM in ELD 052

CO-REQUISITE(S): None

EXCLUSION(S): None

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a student will be able to:

### Reading

1. 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.
  - a. Recognize and respond to a range of moderately complex social messages such as announcements, cancellations of arrangements, or apologies.
  - b. Interpret moderately complex instructions and instructional texts where sequence is inferred.
  - c. Locate and use information from moderately complex formatted texts (such as tables, schedules, course calendars), or business or service texts.
  - d. Identify the purpose, main ideas, key information, specific details, facts, opinions and implied meanings in moderately complex descriptive or narrative texts.
  - e. Access, interpret, and compare several pieces of information from print or internet sources.

### Writing

2. Write moderately complex texts and paragraphs about familiar, concrete topics relevant to personal interests and experiences in moderately demanding contexts.
  - a. Summarize key information from a variety of sources.
  - b. Complete moderately complex forms with detailed personal information, such as job applications or medical forms.
  - c. Write informal and formal correspondence for routine personal or business/service purposes.
  - d. Write a compare/contrast paragraph.
  - e. Write a cause/effect paragraph.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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- Binder with lined paper
- Longman Academic Reading Series: Reading Skills for College 3 (by Judy L. Miller and Robert F. Cohen) (2014)

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1 September 6 - 9	Introductions; Yes/No Questions; Parts of Speech; Various readings	<ul style="list-style-type: none"><li>• Reading/Writing Diagnostic Tests</li></ul>
Week 2 September 12 - 16	Unit 8 Reading; Intro to Paragraphs; Contrastive Forms; Sentences; Paragraphs; WH Questions; Formatting; Email; Online Search/Following Instructions	
Week 3 September 19 - 23	Unit 6 Reading; Comparative Forms; Simple Tense Review; Subject-verb agreement; Gerunds and infinitives	<ul style="list-style-type: none"><li>• Contrast Paragraph Test</li><li>• Summary Quiz</li><li>• Online Search/Following Instructions Task</li></ul>
Week 4 September 26 - 30	Unit 3 Readings; Cause-Effect paragraphs; Continuous Tenses Review; Adjective clauses; Online Search;	<ul style="list-style-type: none"><li>• Comparative Paragraph Test</li><li>• Email Test 1</li></ul>
Week 5 October 3 - 7	Unit 3 Readings cont.; Cause-Effect cont.; Pronouns and Articles; Noun clauses; Complaint email	<ul style="list-style-type: none"><li>• Cause Paragraph Test</li><li>• Summary Quiz</li></ul>
Week 6 October 10 - 14	Unit 9 Readings; Cause-Effect cont.; Perfect Tenses Review	<ul style="list-style-type: none"><li>• Effect Paragraph Test</li><li>• Email Test 2</li></ul>
Week 7 October 17 - 21	Unit 2 Readings; Grammar Review; Vocabulary Review; Final Reading Test; Final Paragraph Test	<ul style="list-style-type: none"><li>• Final Writing (Paragraph)</li><li>• Final Reading Test</li><li>• Online Search/Following Instructions</li></ul>

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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### Completion Requirements:

- Students must achieve an adequate level of competence (60%) in **EACH** of the reading and writing sections **separately** to complete this course successfully. You must achieve an overall passing grade (60%) on in-class writing assignments to pass the writing section of the course. You must achieve an overall passing grade (60%) on in-class reading assignments to pass the reading section of the course.
- Students must receive an overall C (60%) to move on to ELD 072.

DESCRIPTION	WEIGHTING in Reading/Writing Portion of the Course	WEIGHTING in Course
Reading	Short Reading Assessments 20% Chapter Tests 60% Summarizing Assignments and Quizzes 10% <u>Asynchronous Work (Homework and Participation) 10%</u> Reading Total 100%	50%
Writing:	Short Assessments: Forms and Email 15% Paragraphs 30% Final Paragraph 25% Grammar/Vocabulary Quizzes 10% Short Writing Assignments 10% <u>Asynchronous Work (Homework and Participation) 10%</u> Writing Total 100%	50%
If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the <a href="#">Grade Review and Appeals</a> policy for more information. <a href="http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf">http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf</a>		<b>TOTAL</b> 100%

EAP courses use the Standard Grading System (GPA). ELD 062 uses the following grading system.

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

#### COURSE GUIDELINES & EXPECTATIONS

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

## 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.

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)

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. Official documentation is expected with an extended absence, e.g. a doctor's note.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>

Support Service	Website
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.