

Coquitlam College is dedicated to providing students of all nations with excellent educational opportunities within an atmosphere of scholarly integrity, cultural sensitivity and community engagement.

## PROGRAM AND DESCRIPTION

The English Studies Program is for students who are looking to develop their language skills and to prepare for academic success. Coquitlam College offers a wide variety of English courses and immersion experiences for students of any level.

We offer four levels: Beginner, Intermediate, Advanced and University Preparation.

**Beginner:** Beginner students will be exposed to the fundamentals of English that create the framework for future learning.

**Intermediate:** Intermediate students will build upon the framework they created in beginner to further develop the skills necessary for success in and outside of the English classroom. Reading comprehension and grammatically correct writing will also be emphasized.

**Advanced:** At the advanced level, students are preparing for the transition to secondary levels courses in an English language environment. Emphasis is placed on clear and fluent communication and on writing essays at the secondary level.

**University Preparation:** The university preparation courses focus on the skills that students will require for academic success within the post-secondary atmosphere.

## COURSE DESCRIPTIONS

### Beginner

**Beginner Conversation:** The beginner conversation class is designed to help students develop the basic skills needed for understanding and participating in conversations on topics that they may encounter in day-to-day activities. Students will complete a variety of activities that will help improve their speaking and listening. These activities will include individual work, group work and discussions, and presentations.

**Beginner Grammar:** Students will develop a practical understanding and knowledge of basic grammar structures. Students will use the structures they learn in writing, reading, listening, and speaking.

**Beginner Reading:** In the reading class, students will develop reading skills through exposure to a variety of English readings. Students will read many kinds of written works including short stories, shortened novels, and newspaper articles. Emphasis will be on developing vocabulary and ensuring students are able to recognize 500 of the most frequent English words. The class will help students interact in their daily life and introduce them to basic academic reading.

**Beginner Writing:** In this course, students will develop their skills for writing clear sentences and paragraphs. Students will write on several different themes and topics. Students will study the construction of simple, compound, and basic complex sentence structures and be comfortable using them in their assignments. Students are expected to incorporate beginner grammar structures into written work and to use proper sentence mechanics. Students will learn the writing process to help them in developing and producing their ideas.

### **Intermediate**

**Intermediate Canadian Culture:** In this course, students will gain a greater understanding of Canadian culture to enable them to communicate and participate in social and educational settings. The course integrates all skills—speaking, listening, writing, and reading; however, it will primarily focus on speaking and listening. Students will cover a variety of topics about Canadian culture, including food, entertainment, norms, community, and history. Students will participate in group and pair work, discussions, dialogues, presentations, and role-plays.

**Intermediate Everyday English:** Everyday English will prepare students to participate in routine everyday activities using English. The class will focus on the use of language by helping students to understand idiomatic language and everyday vocabulary while improving their speaking, listening, writing, and reading skills. A particular focus will be on improving speech and clarity by focusing on pronunciation. Students will participate in a variety of activities, including dialogues, role-playing, presentations, and debates.

**Intermediate News Media Studies:** The News Media Studies course exposes students to a variety of broadcast media, such as radio, television, film and Internet resources. Students will learn the skills to understand written and spoken content presented through these mediums. Students will have the opportunity to express their own ideas, opinions and feelings about the content through speaking and writing. Topics will focus on current events and popular culture.

**Intermediate Personal Awareness:** In this course, students will gain a greater understanding of personal awareness that will assist in developing the skills to be responsible individuals in and outside the classroom. Students will gain strategies to manage their responsibilities, time, health, emotions, and goals. The course will integrate all skills, focusing on reading, writing, speaking, and listening through discussions, projects, reflection, and presentations.

**Intermediate Reading:** In this course, students will be introduced to a variety of fiction and non-fiction sources such as short stories, novels, essays, and newspaper articles. These readings will help them improve their comprehension reading speed. They will build on their existing vocabulary and be able to use and recognize this vocabulary in their reading, writing, and speaking. This course will expose students to academic content as well as more informal content necessary for their lives.

**Intermediate Reading:** In this course, students will be introduced to a variety of fiction and non-fiction sources such as short stories, novels, essays, and newspaper articles. These readings will help them improve their comprehension reading speed. They will build on their existing

vocabulary and be able to use and recognize this vocabulary in their reading, writing, and speaking. This course will expose students to academic content as well as more informal content necessary for their lives.

**Intermediate Writing:** Intermediate writing is designed to develop student's ability to express their ideas using a variety of sentence and paragraph structures. The course will emphasize the writing process, grammar, mechanics, and organization. Through this, students will gain the ability to share their ideas clearly and coherently.

### **Advanced**

**Advanced College Communications:** In this course, students will participate in a variety of academic activities that will prepare them to communicate in a college setting. Students will engage in academic activities or situations such as group work, discussions, debates, lectures, research and presentations. Students will also develop a range of technical and idiomatic language required for academic settings. The class will culminate in the opportunity for students to focus on their individual academic goals.

**Advanced Media Production:** The Media Production course will provide the students the opportunity to create informal and formal content using a variety of mediums, such as films and the Internet. Students will use a variety of skills but will focus on speaking and writing in presenting facts and opinions. Students will work on clarity by focusing on elements of speech. In addition, students will work on developing critical thinking and avoiding bias.

**Advanced Social Topics:** In this course, students will gain a greater understanding of social topics and responsibilities that will assist them to be effective members in their community, their country, and the world. Students will focus on their interactions and participation outside of the classroom. In particular, students will be expected to develop and share opinions, critically engage with information, and demonstrate an understanding of events and themes around them. The course will integrate all skills, focusing on reading, writing, speaking, and listening through discussions, debates, self-assessment, presentations, and projects.

**Advanced World Culture:** World Culture will expand students' understandings of cultures from around the world. Students will be exposed to a variety of sources, such as short talks, songs, news, presentations, instructions and videos. The course develops all of the students' skills, focusing on speaking, listening, writing, and reading. The class will discuss a variety of topics about world cultures. Some example topics are entertainment, traveling, history, geography, food and history. Students will participate in discussions, presentations, debates, and group work.

**Advanced Writing:** Advanced writing is designed to develop the student's ability to write a variety of clear, well-constructed paragraphs and multi-paragraph compositions using the steps of the writing process.

### University Preparation

University Preparatory Reading and Response: Students will develop proficiency in reading and listening comprehension in preparation for university courses. The course aims to develop the student's ability to comprehend and respond critically to a variety of visual and aural sources, including literary works, newspaper and magazine articles, video and audio tapes, and dictations. Students will further develop their ability to understand setting, plot, character, narration, conflict and theme. They will have an opportunity to summarize short and long passages, to build vocabulary and to give short oral presentations.

University Preparatory Writing: In this course students will learn to write essays for academic purposes in preparation for university English. They will gain a firm understanding of academic writing styles and format. Students will also learn to identify and correct grammatical and vocabulary errors, apply basic research skills and avoid plagiarism.

## STUDENT RESPONSIBILITIES AND CONDUCT

### Attendance and Lateness

Students are expected to attend all classes regularly. Instructors record attendance each day. Full attendance is essential to school success. Students who have missed a class for valid reasons will not be penalized for missed tests or quizzes. Although, missing classes even for a valid reason, is likely to unfavourably affect a student's academic standing. Instructors will assist students who have missed classes; however, instructors are not responsible for making up lost time.

Students who are late for class are expected to enter quietly and politely to avoid disruption. Consistent lateness may also cause academic problems.

Prolonged absences for underage students will result in contacting parents to determine the problem; adult students will result in meeting with the counsellor and/or instructor.

### Code of Conduct

Students are expected to maintain a responsible standard of conduct, behavior and dress.

Students must conduct themselves in a manner that is respectful of the rights, well-being and property of others, and that facilitates a safe and effective learning and working environment. Honesty, mutual respect, civility, and good citizenship are promoted and expected at the College.

Students are encouraged to report breaches of student conduct to their instructor or another College staff member.

The College may impose disciplinary measures for code of conduct and actions may include a warning, a reprimand, suspension, or expulsion. For students under the age of 19 who have breached the standards of conduct, the College will inform the parents/guardians of the conduct

and disciplinary action. International students who have breached the standards of conduct may not be eligible to receive a visa renewal letter when their visa expires.

All members of the school community “shall not discriminate against others based on race, colour, ancestry, place of origin, family, or marital status, physical or mental disability, age, sex, or

sexual orientation, or for any other reason set out in the Human Rights Code of British Columbia, nor shall anyone publish or display anything that would indicate an intention to discriminate against another or expose them to contempt or ridicule based on any such grounds.” All reasonable steps will be taken to prevent retaliation against anyone who has made a complaint of a breach.

### Student Academic Responsibility

Students are expected to present their own work in class and homework assignments.

Academic integrity may take many forms. For example, the unacknowledged use of the ideas or published material of others constitutes plagiarism. While much academic work must involve the consideration of ideas and material originally conceived or made accessible by others, there is a significant difference between an acknowledged restatement of such ideas and materials after intelligent assimilation, and the intentional unacknowledged reproduction of them. Other examples of academic integrity are cheating on exams, aiding, and abetting cheating, using essays prepared by other persons, falsifying laboratory results, impersonating another student at an examination, misrepresenting information on academic records and the falsifying of academic records.

Sanctions imposed by the College for academic integrity may include a warning, reassessment of the work, failure in the course, denial of admission or readmission, suspension, or expulsion from the College. Students under the age of 19 who have breached the standards of student academic responsibility, parents/guardians will be informed of the conduct and outcome.

Students are responsible to be aware of policies and procedures which are in effect during his/her attendance at the College. This information is printed on the website, in the calendar and other College publications.

## **STUDENT LIFE**

### Counselling

All students are encouraged to seek the advice of a counsellor in both academic and personal matters. Counsellors may refer students to confidential services to those individuals who may find themselves in a critical situation dealing with sexual, physical or emotional abuse, bullying and extortion as well as other concerns. The College encourages students not to suffer through these situations alone, and counsellors are able to address these issues or act as a liaison with appropriate trained individuals in the area of concern.

Field Trip

All students participating in a field trip require medical insurance. Students participating in school field trip activities which require them to leave the College, the student and/or parent/guardian must sign a waiver.

All students must adhere to college policies whether the curricular or extra-curricular field trip is on campus or off-campus.

Homestay

The College has an excellent homestay program that promotes friendship and language acquisition with Canadian Families.

Canadian Immigration laws state that students under 19 years old must have a guardian in British Columbia. The College homestay program includes a notarized custodianship document when requested.

Students interested in homestay are advised to apply well before commencement of their studies. Homestay applications are available in the office and our website.

Medical Insurance

The College provides initial medical coverage through a private plan for students not eligible for coverage through the British Columbia Medical Plan. The current cost of the private plan is \$47.00 per month. It is mandatory that all students have medical coverage to participate in curricular and extra-curricular activities.

Parking

Parking stickers must be purchased from the bookstore at the beginning of each semester. Parking is limited and students who drive to the College must have a sticker on their windshield and park in student-designated areas only. Any vehicle that is parked illegally will be towed away at the owner's expense. The parking lot can be a dangerous place and drivers speeding or driving carelessly will be reprimanded.

Student Identification Cards

Student I.D cards can be obtained at the bookstore Monday to Friday from 8:30 a.m. to 3:30 p.m. Students must provide a valid government photo identification to obtain a student I.D. card.

Students who are 14 to 18 years of age in the Senior Secondary and English Studies programs may be eligible for a concession compass card. Students need to be full time and attend classes regularly. Students will need to provide their Coquitlam College student I.D. card to purchase a concessions compass card.

**STUDENT SAFETY**Bullying and Harassment

Coquitlam College has zero tolerance to bullying and harassment. Students with any complaints should advise the staff immediately. The Principal and/or Vice Principal and/or Counsellors will discuss the situation with the victim and according to the information received, appropriate action will be taken.

- Discussion with the perpetrator of his/her actions
- Verbal warnings
- Dismissal from the College
- Parental contact if student is under the age of 19
- Police intervention

The College has zero tolerance for any type of violent behavior, physical or non-physical. Students displaying this type of behavior will be required to follow the same protocol as found in the 1.3.2 Harassment and Bullying Prevention for Students policy.

General Personal Safety

- Do not walk alone at night – take a friend or call a friend. Even if your destination is only a block or two away, be safe.
- Avoid short cuts, remote areas, and poorly lit locations.
- Be aware of your surroundings. Walk with your head up.
- When you take a taxi, ask the driver to wait until you are safely inside your building.
- Let family or friends know your plans and expected time to return. A phone call saying you will be late will prevent unnecessary worrying.
- Trust your intuition. If a situation or person make you feel uncomfortable for whatever reason, go with your feelings. Immediately remove yourself from the area or person.
- If someone threatens you, run away and scream loudly.
- Call 911 about any suspicious activity or behaviour you witness. (Know your location)
- Never get into a car with someone you don't know.
- Do not ride with friends who drive dangerously.
- Be cautious with strangers. Try to meet people through mutual friends.

Fire Drill Regulations

Periodic fire drills will be held throughout the semesters to give students practice in exiting the building orderly and quickly.

Students who are responsible for pulling a fire alarm for any reason other than to report a fire will be charged a fee of \$75.00 to cover the cost of resetting the alarm. Subsequent violations will result in a \$75.00 fine plus suspension or expulsion.

Students must realize that pulling an alarm may take an emergency service away from a life-threatening situation.

Smoking and Vaping Regulations

In compliance with the British Columbia Tobacco and Vapour Products Act, Coquitlam College is a “tobacco and vapour free” campus. Students who ignore the policy will receive a warning. A second violation will result in a formal report in the student’s file, and third violation may result in suspension for (5) school days.