

COURSE SYLLABUS



COURSE TITLE: Essential Employment Skills

CLASS SECTION: ETP 020 X01

TERM: Winter 2025

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

INSTRUCTIONAL TEAM

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Camosun College is committed to providing an inclusive learning environment. If you experience barriers to learning in this course, please discuss them with us.

COURSE DESCRIPTION

Students in this course develop skills essential for employment, independent living, and learning in an adult setting. Students will build on their personal strengths, experience, and abilities in order to advance their employability, health, wellness, and overall agency. Students will explore and practice skills, attitudes and knowledge that promote healthy and effective human relations and respectful communication. Students will also apply organizational and planning skills to set and work towards goals relevant to their needs, interests, values, and ability.

LEARNING OUTCOMES / OBJECTIVES

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

- communicate effectively with teachers and peers
- research educational and employment opportunities in line with their interests and abilities
- demonstrate an orientation to safe work practices by identifying common workplace hazards, describing how to work safely around common hazards, and describing what to do if there is an accident
- work from a task list or learning plan
- seek an appropriate level of help in an entry-level work setting
- set goals relating to personal, educational, and employment ambitions
- make informed choices that promote health and wellness
- use information technology to research and communicate about topics related to learning and employment goals
- promote personal strengths and advocate for personal needs

COURSE GUIDELINES & EXPECTATIONS

Students are expected to be responsible for the following:

- Attend classes and labs on time and ready to learn. Should it be necessary to miss a class, students should provide notice to this instructor. It is the student's responsibility to catch up on anything that may have been missed such as important announcements and assignments.
- Actively engage in learning by participating in activities, labs and placements, completing assignments, identifying learning needs, working with others and following through on commitments.

PREPARATION

Students are responsible for the following materials:

- Clean clothing in good repair appropriate for a variety of employment settings.
- Please wear closed toe shoes to all classes, labs and placements.
- 3 ring binder, pens, paper and a book bag for organizing course materials
- Calendar, schedule or smart phone to keep track of appointments and commitments.
- Meals, snacks, water.

Please inform your instructor if you need support to obtaining these items.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student is expected to do the following:

- follow all health and safety rules, procedures and guidelines,
- demonstrate courtesy and respect toward others
- assume responsibility for their education by demonstrating learning and getting help when needed,
- assist in the preservation of College property,
- Follow expectations concerning attendance, assignments, deadlines, and placements.

EVALUATION OF LEARNING

All evaluations can be tailored to suit your learning needs and abilities.

DESCRIPTION	WEIGHTING
Individual learning plan	20
Transition plan	20
Lab Evaluation	20
Peer-evaluation	10
Work Skills Zine	10
Projects	10
Self Assessment	10
	TOTAL
	100%

If you have a concern about a mark, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.

GRADING SCHEME

GRADE	DESCRIPTION
COM	Complete: The student has met the goals, criteria, or competencies established for this course. 50%-84%
DST	Complete with Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course. 85%-100%
NC	Not Complete: The student has not met the goals, criteria, or competencies established for this course. 0%-49%

SUPPORTS AND SERVICES FOR STUDENTS

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	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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.

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. To contact the Office of Student Support: 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.