

COURSE SYLLABUS



COURSE TITLE: CDEV – WPS Workplace Preparation Skills
CLASS SECTION: BX03 (Thursdays, 12:30pm - 2:20pm)
TERM: W23 Jan 9 – Feb 24
COURSE CREDITS: 0
DELIVERY METHOD(S): Blended
LOCATION: Technologies, 175 Laboratory

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's

The COVID-19 pandemic has presented many challenges, and Camosun College is committed to helping you safely complete your education. Following guidelines from the Provincial Health Officer, WorkSafe BC, and the B.C. Government to ensure the health and wellbeing of students and employees, Camosun College is providing you with every possible protection to keep you safe. Our measures include COVID Training for students and employees, health checks, infection control protocols including sanitization of spaces, PPE and ensuring physical distancing. For details on these precautions please follow this link: <http://camosun.ca/covid19/faq/covid-faqs-students.html>. However, if you're at all uncomfortable being on campus, please share your concerns with your Instructor. If needed, alternatives will be discussed.

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.

INSTRUCTOR DETAILS

(a) Name Graham Frost, Co-op & Internship Coordinator (CIC)
(b) Office hours By Appointment
(c) E-mail FrostG@camosun.ca

Employment Facilitators/Teaching Assistants

(a) Contact Kelly Saindon, SaindonK@camosun.ca
(b) Office hours Monday – Friday by appointment through ETW

(a) Contact Kate Haber; HaberK@camosun.ca
(b) Office hours Monday– Friday by appointment through ETW

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

CALENDAR DESCRIPTION

Through a series of applied and interactive sessions students will learn how to market themselves effectively to prospective employers. Students will develop and hone individual employment skills including job search, networking, and interviewing, and discover current and future workplace opportunities and potential career paths.

PREREQUISITE(S): None

CO-REQUISITE(S): None

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course students will be able to:

- Identify and evaluate current skills, knowledge, talents and interests and apply these to a work experience or a potential career.
- Articulate current skills, talents, knowledge, interests and professional goals in a variety of contexts including an effective résumé, a targeted cover letter, and an employment interview.
- Develop and implement a networking strategy to maximize career opportunities.
- Access resources related to legislation and regulations to understand worker rights and responsibilities.
- Set specific, measurable goals to maximize personal and professional contributions and learning throughout the workplace education experience.
- Explore career opportunities and trends using a variety of tools and methods.
- Identify appropriate professional behaviours and effective intercultural communication in the workplace.
- Explore and engage with the principles of cultural agility in relation to respectful workplaces and healthy relationships

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

(a) Texts - none

(b) Other – **all readings are on-line through D2L**

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

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

COURSE SCHEDULE

This is a blended learning course requiring you to engage with online material **BEFORE** each class. The classes will be very participatory to bring topics to life through discussions and activities.

Readings/Activities To COMPLETE BEFORE CLASS	Class Date	Class topic	Assignment Deadlines
Introduction Module: Course Information & Co-operative Education	Jan 12	Introduction to CDEV, Co-operative Education and Understanding Skills	Assignment 1: Self-Assessment of Job Interests and Skills due Jan 19, 8am
Module 1: Nurturing your Career & Module 3: Expressing your Fit Through Job Applications	Jan 19	Job Search and Applications	Assignment 2: Mock Job Application & Your Self Assessment of the application documents (Graded Assignment) due Jan 27, 8am
Career Fair – Wednesday, Jan 25, 10:00am - 2:00pm Centre for Trades Education and Innovation, Interurban Campus			
Module 2: Cultivating a Professional Network	Jan 26 drop-in	Exploring Career Resources SELF-DIRECTED ACTIVITIES	Class #3 Activities - Exploring Career Resources due Feb 2, 8am
Module 4: Presenting Yourself in Interviews <i>Prepare interview answers, including STAR stories using the CamSTAR Story Tool</i>	Feb 2	Showcasing your best self in interviews & other conversations	Mock Job Application for Interviewer (non-graded) by Feb 3, 8am .
<i>Prepare for a successful mock interview by researching your interviewer and practicing your answers out loud.</i>	Feb 9	Mock Interviews & Networking Bring headsets, if possible	
Module 5: Preparing for Employment Success	Feb 16	Bringing it all together and creating plans for your career success	Course Review and Preparing for Success Quiz due Feb 16, 8am Assignment 3 due Feb 24, 8am

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 can 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

Earning a COM grade for this course requires the following:

- A) Attendance and participation in **all** workshops*
- B) Completion/submission of the following by the due dates listed in course schedule:
 1. Assignment 1: Self- Assessment of Job Interests & Skills
 2. Assignment 2: Mock Job Application (cover letter and resume) **AND** Self-Assessment of the application documents with a grade of 70% or better
 3. Class #3 Activities – Exploring Career Resources
 4. Final CDEV Assignment: Networking Summary and Planning for Success
 5. Quiz: Course Review & Preparing for Success with a grade of 70% or better

** If you are unable to attend a class, you must complete a make-up assignment for the missed class. Contact your instructor (ideally **BEFORE** the missed class) to obtain the assignment. Submission of the make-up assignment will be reflected in the attendance section of the D2L grade book.*

If you have a concern about a grade you have received, please contact the CIC as soon as possible.

SCHOOL OR DEPARTMENTAL INFORMATION

Co-operative Education and Careers Department

<http://camosun.ca/services/cooperative-education-career-services/>

STUDENT RESPONSIBILITY

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

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/>.

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.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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 for 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 250-370-3841

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.