

# COURSE SYLLABUS



COURSE TITLE:	CDEV – WPS (CSNT program) Career Development - Workplace Preparation Skills
CLASS SECTION:	BX01 – every second Friday, 8:30am-10:20am
TERM:	F23
COURSE CREDITS:	0
DELIVERY METHOD(S):	Blended: D2L Course site and in-person workshops (classes)
LOCATION:	Technology Building, Tech 175

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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](#).

## INSTRUCTOR DETAILS

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NAMES:	Helen Kobrč (weeks 1-3, 6 & 7) & Graham Frost (weeks 4 & 5)	
EMAILS:	<a href="mailto:Kobrhc@camosun.ca">Kobrhc@camosun.ca</a>	<a href="mailto:FrostG@camosun.ca">FrostG@camosun.ca</a>
OFFICE:	Tech 244	
HOURS:	by appointment	

*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 & social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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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); CO-REQUISITE(S); EQUIVALENCIES: None

## COURSE LEARNING OUTCOMES / OBJECTIVES

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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 & 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

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

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION

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

Readings/ <i>Activities</i> To COMPLETE BEFORE CLASS	Class Date	Class topic	Assignment Deadlines
<b>Introduction Module:</b> Course Information & Co-operative Education	Sept 8	Introduction to career development and CDEV-WPS	Assignment 1: Current Resume or List of Experiences <b>due Sept 11, 8am</b>
<b>Module 1:</b> Nurturing your Career <b>&amp; Activity:</b> Job Exploration	Sept 22	From Skills to Stories – understanding skills, learning through stories, asking questions	Assignment 2: Professional Skills Self-Assessment and Professional Introduction <b>due Sept 25, 8am</b>
<b>Module 2:</b> Cultivating a Professional Network & <b>Module 3:</b> Expressing your Fit Through Job Applications	Oct 6	Connecting with other professionals & effective application documents	
<b>Draft your mock job application documents; bring your mock job application to class</b>	Oct 20	Targeted job applications, teamwork, and job search resources	Assignments 3a: Mock Job Application & 3b Peer Assessment <b>due Oct 23, 8am</b>
<b>Module 4:</b> Presenting Yourself in Interviews <i>Prepare interview answers, including STAR stories using the CamSTAR Story Tool</i>	Nov 3	Showcasing your best self in interviews	Mock Job Application for Interviewer (non-graded) by <b>Nov 6, 8am</b>
<i>Prepare for a successful mock interview by researching your interviewer and practicing your answers out loud.</i>	Nov 17	Mock Interviews & Networking <b>Bring laptops &amp; headsets</b>	Peer Assessment of Interview (paper copy) must be handed in before end of class.
<b>Module 5:</b> Preparing for Employment Success	Dec 1	Bringing it all together and creating plans for your career success	Course Review & Preparing for Success Quiz due <b>Dec 1, 8am</b> Final Assignment: Networking Summary and Planning for Success due <b>Dec 7, 8am</b>

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 notice is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

## COURSE GUIDELINES, EXPECTATIONS and EVALUATION OF LEARNING

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CDEV-WPS provides an opportunity to explore career management theories and practices, while further developing workplace skills. Full participation in the class discussions, course activities and assignments is expected. Assessment is competency-based, with the following two grade options: COM (completed requirements) and NC (not complete; did not complete requirements).

Earning a COM grade for this course requires the following:

- A) Attendance and participation in all classes, including completing the expected preparation\*
- B) Completion/submission of the following by the due dates listed in course schedule:
  1. Assignment 1: Current resume or list of experience
  2. Assignment 2: Professional Skills Self-Assessment and Professional Introduction
  3. Assignments 3: Mock Job Application package
  4. Peer Assessment of Interview
  5. Final CDEV Assignment: Networking Summary and Planning for Success
  6. Successfully Completed Quiz: Preparing for Success

*\* If students are unable to participate in a class, they are required to complete a make-up assignment for that 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 for an evaluation, please contact Helen as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information. <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## SCHOOL OR DEPARTMENTAL INFORMATION

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Co-operative Education and Careers Department  
<http://camosun.ca/services/cooperative-education-career-services/>

## 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 [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</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.

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

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### 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:

<https://camosun.ca/services/academic-supports/accessible-learning>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### 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 <https://camosun.ca/sites/default/files/2021-07/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: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto: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

<https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

#### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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.