Food & Customer Service Training
025 Work Experience
Fall 2013 Course Outline

Instructor: Jody Isaac
Office: Interurban Campus, Portable A – Room 100A
Office Hours: Tuesday & Wednesday 3:00-4:00, or call to arrange an appointment
Classroom: Interurban Campus, Portable A – Room 105
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Dates: September 3rd – December 12th 2013
Class Times: To Be Announced

Course Description:
This course will provide students with a practical, hands-on work experience where the student will gain experience, evaluate their employment goals, and evaluate their job readiness. Upon completion of a work experience, the student will receive an evaluation from the employer. The evaluation will be used by the student and his or her instructor to assist in the assessment of the student's job readiness and in the establishment of vocational goals.

What You Will Learn: The student will be able to:
- demonstrate an understanding of the work habits and industry standards in selected work experiences
- demonstrate an understanding of the evaluation method of employers in selected work experiences
- demonstrate the appropriate social, communication, work skills, habits and behavior needed to be safe and effective in the work setting
- evaluate personal skills, abilities, work skills, habits, performance and compatibility with the type of work chosen

Required Materials:

Appropriate clothing to complete the work experience in the customer service sector.

Evaluation

Students will be assessed by a supervisor from his or her work experience and a work experience supervisor from the college. The evaluation will assess the student's readiness for employment in a particular job and identify what improvements, if any, must be made to be employed in that type of work.

Competency based grading system

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.

B. TEMPORARY GRADES Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. (See Section E below for conversion to final grades.)

Temporary Grade	Description
I	*Incomplete*: A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	*In progress*: A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. *(For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)*
CW	*Compulsory Withdrawal*: A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

http://camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf

Note: A student maybe required to obtain a criminal record check due to the nature of his or her work experience or because an employer requires one to work on his or her site. If a criminal record check is required, Camosun College faculty or staff will help to facilitate the completion of this process.