

 <b>CAMOSUN</b> COLLEGE	<p style="text-align: center;"><b>SCHOOL OF ACCESS</b>  <i>Access to Employment Training  and Preparation Programs  (ETP Department)</i></p>
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**Sample the Campus**  
**023 Sample the Campus**  
**Fall 2014 Course Outline**

**Instructor:** Jody Isaac and David Greig  
**Office:** Interurban Campus, Portable A – (Isaac) Room 100A, (Greig) Room 102A  
**Office Hours:** Friday 1pm – 2pm, or call to arrange an appointment  
**Classroom:** Interurban Campus, Portable A – Room 104  
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**Dates:** January 16, 2015 – February 6, 2015  
**Class Times:** 9am-1pm

**Course Description:**

This course provides high school students with an opportunity to gain entry-level, hands-on experience and practice and develop skills learned in practical labs and in classes. Student performance is evaluated by Instructor.

**What You Will Learn:**

The Sample the Campus experience offers high school students an opportunity to sample our employment training programs in the following areas:

- √ food service
- √ customer service
- √ gardening

**Required Materials:**

Appropriate clothing to the employment related activities in food service, customer service and gardening.

**Evaluation**

Students will be assessed by an Instructor. The evaluation will assess the level of participation and readiness for future enrolment.

**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	<i>Incomplete:</i> 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	<i>In progress:</i> 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. <i>(For these courses a final grade will be assigned to either the 3<sup>rd</sup> course attempt or at the point of course completion.)</i>
CW	<i>Compulsory Withdrawal:</i> 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.