



## SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

# ETP 036 WORK EXPERIENCE LEVEL 2

## *COURSE OUTLINE - WINTER SEMESTER 2015*

**Instructor:** Mark Fournier  
**Office:** Portable A – Room 102A (Interurban Campus)  
**Office Hours:** Monday, Tuesday and Thursday: 9:30-10:00 & 3:00-3:15; Wednesday: 9:30-10:00  
**Classroom:** Interurban Campus, Portable A, Room 104  
**Telephone:** 250 370-3839      **Email:** [fournierm@camosun.bc.ca](mailto:fournierm@camosun.bc.ca)  
**Dates:** January 6, 2015 – April 9, 2015  
**Class Times:** Mondays 10:00-3:00; Placements TBA

## COURSE PURPOSE

This course builds on the skills and experience developed in ETP level 1. Students will be provided with a more intensive work experience opportunity to enable them to enhance their skills and prepare them for competitive employment. Students will meet weekly to prepare for and reflect upon their work experience placements.

## COURSE OUTCOMES

By the end of this course, students will be able to do the following:

- Demonstrate progress towards work readiness.
- Perform tasks associated with their work experience placement.
- Contribute to the effectiveness of a team.
- Maintain a clean and safe work environment.
- Communicate effectively with coworkers, supervisors and customers.
- Operate basic workplace equipment.
- List personal strengths and challenges associated with employment.
- Describe personal examples of applying literacy and numeracy skills in the workplace.
- Use organizational skills and time management to complete tasks in a timely manner.

## PREREQUISITES

- ETP Level 1
- Permission from instructor

Candidates should demonstrate the following characteristics:

- Readiness to learn
- Willingness to challenge themselves
- Ability to travel and function independently in the community
- Capacity to contribute to a team

## REQUIRED MATERIALS

No textbook is required for this course. Learning material will be presented by the instructor from a variety of sources.

Students are responsible for the following materials:

- Clean clothing in good repair that is appropriate for their work experience placement.
- 3 ring binder, pens, paper, book bag
- Calendar, schedule or smart phone to keep track of appointments and commitments.
- Meals, snacks, water

Support is available to students who may have trouble obtaining these items.

## EVALUATION

Students will participate in a performance evaluation conducted by the instructor. Performance will be assessed according to input from the following sources:

- Attendance: Students are expected to arrive on time to all scheduled classes and placements ready to learn and work. Where this is not possible students will contact the instructor and work experience supervisor with sufficient notice to make appropriate arrangements.
- Input from work experience providers through informal updates, ongoing communications and through work experience evaluations.
- Personal learning plans: Students will be assessed on their willingness and ability to hold responsibility for their learning and to collaborate with the instructor.
- Assignments: completed on time to the best of the student's ability.
- The level of teamwork, initiative and collaboration demonstrated in classroom activities.
- The level of professionalism and teamwork demonstrated during interactions with staff, faculty, work experience providers and other students.

## 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.

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, at 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>