



# SCHOOL OF ACCESS

*EMPLOYMENT TRAINING AND PREPARATION*

## ETP 24 & 025 COURSE OUTLINE - FALL SEMESTER 2015

*WORK EXPERIENCE - LEVEL 1 & LEVEL 1B*

**Class Times:** Work Experience placements will be scheduled according to employer and student schedules.

**Classroom:** Interurban Campus, Portable A, Room 104

**Instructor:** David Greig

**Office:** Portable A – Room 102A (Interurban Campus)

**Office Hours:** Wednesday: 3:00-3:15, Thursday: 9:30-10:00 & 3:00-3:15 and Friday by appointment.

**Telephone:** 250 370-3845      **Email:** [greig@camosun.bc.ca](mailto:greig@camosun.bc.ca)

**Instructor:** Mark Fournier

**Office:** Portable A – Room 102A (Interurban Campus)

**Office Hours:** Monday, Tuesday: 9:30-10:00 & 3:00-3:15; Wednesday: 9:30-10:00 & 12:00-12:15

**Telephone:** 250 370-3839      **Email:** [fournierm@camosun.bc.ca](mailto:fournierm@camosun.bc.ca)

### COURSE PURPOSE

This course provides students with a practical, hands-on work experience. Students evaluate employment goals, gain experience in an area of interest and develop job readiness.

### COURSE OUTCOMES

Students will gain valuable and relevant work experience. By the end of this course, students will be able to do the following:

- Analyse assessments of personal abilities, values, interests, strengths, work habits and challenges in order to inform the choice of a work experience placement.
- Follow the work habits, expectations, practices and industry standards in selected work experiences.
- Demonstrate the general skills, habits, behaviors and practices needed to be safe and effective in a work setting.
- Describe the evaluation methods of employers in selected work experiences.
- Maintain a record of hours worked, tasks completed and skills practiced during a work experience placement.

### PREREQUISITES

Permission from instructor is required to register in this course. Candidates must demonstrate readiness to learn, ability to travel and function independently in the community and capacity to contribute effectively to a workplace setting.

## REQUIRED MATERIALS

Learning material will be presented by the instructor from a variety of sources including:

- Huegli, V. (2008). *Career Exploration: QLWG Individual Life Skills Unit 25*. LaSalle, QC: Quebec Literacy Working Group.

Students are responsible for the following materials:

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

## EVALUATION

Students will participate in a performance evaluation conducted by the instructor. Performance on course outcomes 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 with sufficient notice.
- Assignments: completed on time to the best of the student's ability.
- Work experience assessment: A report will of each students experience and performance during the work experience placement will be prepared by the instructional assistant and the work experience provider.
- Career exploration activities: students will work with the instructor to explore viable career options.
- Work readiness plan: students will work with the instructor to identify goals towards improving work readiness and students will carry out activities towards achieving these goals.
- Work experience log: reflects a record of the placement from the student's perspective including an entry for each shift completed to the best of the student's ability.

## COMPETENCY BASED GRADING SYSTEM

Grade	Description
COM	<b>Complete:</b> The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	<b>Complete with Distinction:</b> The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	<b>Not Complete:</b> The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.
I	<b>Incomplete:</b> 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	<b>In progress:</b> 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	<b>Compulsory Withdrawal:</b> 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>