



**SCHOOL OF ACCESS**  
*Employment Training and Preparation  
Programs*

**Skills for Adulthood  
Spring 2016 Course Outline  
Pathways 042**

**Instructor:** Valerie Neaves (Monday to Thursday) Interurban Campus, Portable 100A

**Office Hours:** V. Neaves: Mondays – Thursday 12pm – 1 pm, or call for an appointment

**Classroom:** Interurban Campus, Portable A Room 105

**Telephone:** V.Neaves: 250.370.4610      **Email:** [neavesv@camsoun.ca](mailto:neavesv@camsoun.ca)

**Dates:** May 2-May 12, 2016

**Class Times:** **Varies due to on campus labs, these alternate times will be posted in the classroom – typically class will meet:**

**Course Description:**

This course introduces students to specific college, work and community environments and activities, Students will identify career and educational needs. Students will learn and practice essential adult life and employment skills, including basic interpersonal communication skills, self- advocacy and interpersonal skills. Students will develop skills that will prepare them to play and active role in decision making as they transition from secondary school.

**What You Will Learn:** The student will be able to:

- Demonstrate the ability to interact appropriately with others in the workplace
- Use and explain the importance of language suitable for the workplace and adult learning environments
- Identify abilities, needs, realities and dreams related to their personal educational and or employment goals;
- Explore opportunities in education and/or employment; develop goals that build on their strengths and interests;
- Identify their beginning steps to achieve their educational and/or employment goals;
- Develop self-advocacy skills that empower learners to ask for what they need regarding further education and or/personal wellness;
- Explain ideas, opinions and needs clearly to the appropriate person in adult learning and work environments;
- Describe self-care, the benefits associated with this skill and identify techniques for personal use;
- Explain basic rights and responsibilities associated with adulthood, specifically for adults living with barriers to education and employment..

**Required Materials:**

Appropriate clothing and equipment necessary to complete the course.

**Text:**

## Evaluation

Student performance individually and assessed on the aforementioned performance based outcomes.. The evaluation will assess the student's readiness for transitions to adulthood.

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. (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.)
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>