



SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

ETP 036 WORK EXPERIENCE LEVEL 2

COURSE OUTLINE - WINTER SEMESTER 2016

Instructor: Mark Fournier
Office: Portable A – Room 102A (Interurban Campus)
Office Hours: Monday 8:30-9:00, 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
Dates: January 11, 2016 – April 11, 2015
Class Times: Mondays 09:00-11:00; **Placements:** TBA

COURSE PURPOSE

The Level II Work Experience placement will provide students with another, more intensive opportunity to gain entry-level hands-on experience and practice and develop skills learned onsite and in classes. Students will meet weekly to prepare for and reflect upon their work experience placements.

COURSE OUTCOMES

Upon successful completion of this course a student will be able to:

- Emulate work habits and industry standards in selected work experiences
- Describe how they are evaluated by an employer in a selected work experience
- Practice appropriate social, communication, work skills, habits and behaviours needed to be safe and effective in the work setting
- Evaluate their personal skills, work skills, habits, performance and compatibility with the type of work chosen

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 placement host with sufficient notice.

PREREQUISITES

- ETP Level 1
- Permission from instructor

Candidates should demonstrate the following characteristics:

- Readiness to learn and work.
- 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 PLAN ETP 036 Work Experience Level II

COURSE EVALUATION METHODS						
1. Weekly report					/25	
2. Work Experience Evaluation(s) (Self)					/25	
3. Work Experience Evaluation(s) (Work Experience Provider)					/25	
4. Work Experience Evaluation(s) (Instructor/IA)					/25	
				Score	/100	
				Grade		
COURSE OUTCOMES			ASSIGNMENTS			
			1	2	3	4
Emulate work habits and industry standards in selected work experiences				✓	✓	✓
Describe the evaluation process of an employer in a selected work experience			✓			
Practice appropriate social, communication, work skills, habits and behaviours needed to be safe and effective in the work setting				✓	✓	✓
Evaluate personal skills, work skills, habits, performance and compatibility with the type of work chosen			✓			

GRADE	DESCRIPTION
COM 50%-79%	Complete: The student has met the goals, criteria, or competencies established for this course.
DST 80%-100%	Complete with Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course.
NC 0%-49%	Not Complete: The student has not met the goals, criteria, or competencies established for this course.
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.