



SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

COURSE OUTLINE

ETP 024 & 025 WORK EXPERIENCE LEVEL 1 - WINTER SEMESTER 2016

Class Times: TBA

Classroom: Interurban Campus, Portable A, Room 104

Instructor: David Greig

Office: Interurban Campus, Portable A – Room 102A

Office Hours: Wednesday 3:00-4:00; Thursday 9:00-10:00 & 3:00-4:00; Friday by appointment

Telephone: 250 370-3845 **Email:** Greig@camosun.bc.ca

Instructor: Mark Fournier

Office: Interurban Campus, Portable A – Room 102A

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

Telephone: 250 370-3839 **Email:** fournierm@camosun.bc.ca

COURSE PURPOSE

This work experience placement provides students with an opportunity to gain hands-on experience in entry-level employment. Students will develop skills relevant to their particular placement as well as the personal, organizational and communication skills needed to succeed in the placement. A criminal record check may be required.

PREREQUISITES

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 024 & 025 Work Experience Level 1

COURSE EVALUATION METHODS						
1. Dynamic Assessment of learning progress						/25
2. Work Experience Evaluation (Instructor/IA)						/25
3. Work Experience Evaluation (Work Experience Provider)						/25
4. Work Experience Self-Evaluation						/10
5. Work Experience Self-Evaluation Rationale						/15
COURSE OUTCOMES	EVALUATION METHOD					
	1	2	3	4	5	
Demonstrate basic work habits and industry standards in selected work experiences	✓	✓	✓	✓	✓	
Use evaluation methods of employers in selected work experiences	✓	✓	✓	✓	✓	
Demonstrate appropriate social skills, communication skills, work skills, habits and behaviours needed to be safe and effective in the workplace.	✓	✓	✓	✓	✓	
Evaluate personal skills, work skills, habits, performance and compatibility with the type of work chosen	✓	✓	✓	✓	✓	
Identify areas requiring support while on the work site.	✓	✓	✓	✓	✓	

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.