



## SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

# COURSE OUTLINE

*ETP 024 & 025 WORK EXPERIENCE LEVEL 1 - FALL 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](mailto:Greig@camosun.bc.ca)

**Instructor:** Mark Fournier

**Office:** Interurban Campus, Portable A – Room 102A

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

**Telephone:** 250 370-3839      **Email:** [fournierm@camosun.bc.ca](mailto: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 Self - Evaluation(s) with rationale(s)					/25		
3. Work Experience Evaluation(s) (Work Experience Provider)					/25		
4. Work Experience Evaluation(s) (Instructor/IA)					/25		
COURSE OUTCOMES				EVALUATION METHOD			
				1	2	3	4
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
<b>COM</b> 50%-79%	<b>Complete:</b> The student has met the goals, criteria, or competencies established for this course.
<b>DST</b> 80%-100%	<b>Complete with Distinction:</b> The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course.
<b>NC</b> 0%-49%	<b>Not Complete:</b> The student has not met the goals, criteria, or competencies established for this course.
<b>I</b>	<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.
<b>IP</b>	<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.)
<b>CW</b>	<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.