



SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

COURSE OUTLINE

ETP 036 WORK EXPERIENCE LEVEL 2 - WINTER SEMESTER 2017

Instructor: Mark Fournier

Office: Interurban Campus, Portable A, Room 102A

Office Hours: Monday 11:00-12:00; Tuesday, Wednesday and Thursday 8:30-9:30 & 3:00-3:30;
Friday by appointment.

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COURSE PURPOSE

The Level II Work Experience placement will provide students with opportunities to expand entry-level work experience, to develop workplace skills, to reflect on experiences, to identify and discuss workplace issues, to explore career options and to work on a job search.

PREREQUISITES

Permission from instructor is required to register in this course. Candidates must demonstrate the following characteristics:

- Readiness to learn in an adult oriented, self-directed, teacher moderated environment.
- Ability to travel and function independently in the community.
- Capacity to work both independently and collaboratively.

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.

Support is available to students who may have trouble obtaining these items.

ATTENDANCE POLICY

As a reflection of workplace standards, students are expected to arrive on time to all classes and work experience placements ready to learn. Because this course uses an experiential learning approach, it is difficult to make up time missed in class through independent study. Therefore, students are expected to attend at least 80% of the course. Students are expected to provide appropriate reasons and sufficient notice for all absences and late arrivals. Please note that two late arrivals will be recorded as one absence. Students are expected to minimise any disruption if arriving late or leaving early.

EVALUATION PLAN

ETP 036 WORK EXPERIENCE LEVEL II

COURSE EVALUATION METHODS							
1. Work Experience Self-reflection Workbook							/20
2. Work Experience Self-Evaluation							/20
3. Work Experience Evaluation (Work Experience Provider)							/20
4. Work Experience Evaluation (Instructor/IA)							/20
5. Career Exploration and Job Search Progress							/10
6. Weekly report							/10
COURSE OUTCOMES	ASSIGNMENTS						
	1	2	3	4	5	6	
Emulate expected work habits and industry standards in selected work experiences	✓	✓	✓	✓		✓	
Use workplace evaluation to assess performance and to obtain feedback on performance from employer and educator.	✓	✓	✓	✓	✓	✓	
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	Complete: The student has met the goals, criteria, or competencies established for this course. 50%-84%						
DST	Complete with Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course. 85%-100%						
NC	Not Complete: The student has not met the goals, criteria, or competencies established for this course. 0%-49%						
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.						