



SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

COURSE OUTLINE

ETP 038 DIRECTED STUDIES - 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 purpose of this course is to help students improve employability by developing and practicing essential skills as well as exploring areas of personal interest relating to employment.

COURSE OUTCOMES

By the end of this course, students will be able to:

- List different ways of presenting information
- Identify areas of personal interest
- Describe skills and characteristics important for employment
- Identify relevant learning objectives
- Make plans to achieve learning objectives
- find relevant, useful and reliable information
- Create a presentation
- Present information and original work
- Assess progress in employability

ATTENDANCE POLICY

As a reflection of workplace standards, students are expected to arrive on time to all classes and labs 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 minimize any disruption if arriving late or leaving early.

EVALUATION PLAN

ETP 038 DIRECTED STUDIES

COURSE EVALUATION METHODS	
1. Group Project Peer-Evaluation X3	/30
2. Group Project Self-Evaluation	/10
3. Personal Project & Presentation	/20
4. Education Project & Presentation	/20
5. Career Project & Presentation	/20
Score	/100

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.