



SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

COURSE OUTLINE

ETP 025 WORK EXPERIENCE LEVEL 1 - FALL SEMESTER 2017

Instructor: Mark Fournier

Office: Interurban Campus, Portable A, Room 102A

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

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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.

PREREQUISITES

Permission from instructor is required to register in this course. Candidates must 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
- A criminal record check may be required

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 the 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
- Transportation to and from placement.

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

EVALUATION PLAN ETP 025 Work Experience Level 1

COURSE EVALUATION METHODS							
1. Workbook and weekly reflections					/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
COM 50%-84%	Complete: The student has met the goals, criteria, or competencies established for this course.
DST 85%-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.