



SCHOOL OF ACCESS

*Employment Training
and Preparation Programs*

Food & Customer Service Training 025 Work Experience Fall 2018 Course Outline

Instructor: Jody Isaac
Office: Interurban Campus, Portable A – Room 100A
Office Hours: Tuesday & Wednesday 3:00-4:00pm, or email to arrange an appointment
Classroom: Interurban Campus, Portable A – Room 105
Telephone: 250.370.4610 **Email:** isaacj@camosun.bc.ca
Dates: Sept. 5th – Dec. 11th 2018
Class Times: Individually Assigned - TBA

Course Description:

This course will provide students with a practical, hands-on work experience where the student will gain experience, evaluate their employment goals, and evaluate their job readiness. Upon completion of a work experience, the student will receive an evaluation from the employer. The evaluation will be used by the student and his or her instructor to assist in the assessment of the student's job readiness and in the establishment of vocational goals.

What You Will Learn: The student will be able to:

- demonstrate an understanding of the work habits and industry standards in selected work experiences
- demonstrate an understanding of the evaluation method of employers in selected work experiences
- demonstrate the appropriate social, communication, work skills, habits and behavior needed to be safe and effective in the work setting
- evaluate personal skills, abilities, work skills, habits, performance and compatibility with the type of work chosen

Required Materials:

Appropriate clothing to complete the work experience in the Food & Customer service sector.

Evaluation

Students will be assessed by a supervisor from his or her work experience and a work experience supervisor from the college. The evaluation will assess the student's readiness for employment in a particular job and identify what improvements, if any, must be made to be employed in that type of work.

College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @

<http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

<http://camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>

Note: A student maybe required to obtain a criminal record check due to the nature of his or her work experience or because an employer requires one to work on his or her site. If a criminal record check is required, Camosun College faculty or staff will help to facilitate the completion of this process.

Etp/forms/fall prep food and cust/outline ETP 025 work experience