



**CAMOSUN COLLEGE**  
**School of Access**  
**Employment Training and Preparation**

**ETP 025 Work Experience Level 1**  
**Winter 2019**

**COURSE OUTLINE**

---

The calendar description is available on the web @ \_\_\_\_\_

*Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

---

**1. Instructor Information**

<b>(a) Instructor</b>	Jody Isaac
<b>(b) Office hours</b>	Tuesday and Wednesdays 3-4pm, Fridays by appointment
<b>(c) Location</b>	Portable A 100A
<b>(d) Phone</b>	250 370 4610 <b>Alternative:</b> _____
<b>(e) E-mail</b>	IsaacJ@camosun.ca
<b>(f) Website</b>	www.camosun.ca/etp

**2. Intended Learning Outcomes**

- Demonstrate core course outcomes and outcomes specific to their program or area of specialization:
- Demonstrate communication and interpersonal skills that support successful workplace interactions with supervisors, peers, customers and the general public
- Display a clear understanding of safe work practices and the ability to conduct themselves in a safe and responsible manner
- Demonstrate effective problem solving, time management, initiative and a willingness to learn within the work place including an evaluation of their own skills as they relate to the worksite
- Identify the skills they bring to a work site, and, if required, articulate what they may need to improve upon to prepare for employment
- Identify the skills and resources necessary to start and maintain an effective job search in this area of specialization
- Demonstrate specific course outcomes related to
  - E.A.R.T.H. Gardening

**3. Course Content**

The Level 1 workplace opportunity in EARTH provides students with experiences to gain entry-level hands-on skills in their program or area of specialization while continuing to develop confidence and knowledge learned in the program. .

**5. Basis of Student Assessment**

Students will participate in a performance evaluation conducted by the instructor. Performance will be assessed according to input from the following sources:

- Attendance: Students are expected to arrive on time to all scheduled classes and placements ready to learn and work. Where this is not possible students will contact the instructor and work experience supervisor with sufficient notice to make appropriate arrangements.
- The level of teamwork, initiative and collaboration demonstrated in classroom activities.
- The level of professionalism and teamwork demonstrated during interactions with staff, faculty, supervisors, customers and other students.

## 6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

## 7. 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.

### A. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php> Based Grading System (Non GPA)

### Competency

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.