



CAMOSUN COLLEGE
School of Access
Employment Training and Preparation

ETP 036 Work Experience Level 2
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

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

2. Intended Learning Outcomes

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

- Demonstrate progress towards work readiness.
- Perform tasks associated with their work experience placement.
- Contribute to the effectiveness of a team.
- Maintain a clean and safe work environment.
- Communicate effectively with coworkers, supervisors and customers.
- Operate basic workplace equipment.
- List personal strengths and challenges associated with employment.
- Describe personal examples of applying literacy and numeracy skills in the workplace.
- Use organizational skills and time management to complete tasks in a timely manner.

3. Course Content

This course builds on the skills and experience developed in ETP level 1. Students will be provided with a more intensive workplace skills to enable them to enhance their confidence and prepare them for competitive employment. Students will check-in weekly to prepare for and reflect upon their intensive workplace responsibilities.

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.

- Input from work experience providers through informal updates, ongoing communications and through work experience evaluations.
- Personal learning plans: Students will be assessed on their willingness and ability to hold responsibility for their learning and to collaborate with the instructor.
- Assignments: completed on time to the best of the student's ability.
- The level of teamwork, initiative and collaboration demonstrated in classroom activities.
- The level of professionalism and teamwork demonstrated during interactions with staff, faculty, work experience providers 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.