



COURSE OUTLINE

ETP 037 APPLIED LITERACY - WINTER SEMESTER 2019

Class Times: Tuesday 1:00-3:00 Lab: Thursday 10:00-3:00

Instructor: Mark Fournier

Office: Interurban Campus, Portable A, Room 102A

Office Hours: Monday, Tuesday, Wednesday and Thursday 8:30-9:30, 12:30-1:00; & 3:00-4:00
Friday by appointment.

Telephone: 250 370-3839 **Email:** fournierm@camosun.bc.ca

COURSE PURPOSE:

This course prepares students for employment by developing workplace literacy including communication skills, organizational skills and thinking/learning skills.

COURSE OUTCOMES

During this course students will do the following:

1. Demonstrate progress in literacy skills related to entry-level work.
2. Demonstrate the attitudes and behaviors of an entry-level worker.

Specifically, Students will be able to:

- Identify literacy learning goals and track progress
- Find, make sense of, organize, and recall information.
- Communicate effectively with customers, supervisors, instructors and peers.
- Solve problems, make decisions and plan.
- Contribute to group work.
- Describe personal attitudes, values, interests, skills, strengths and challenges
- Identify next steps on their career and/or learning path

TOPICS

Students will explore the following topics:

- Effective and respectful communication including: listening comprehension, speaking effectively, reading comprehension, and writing.
- Computer use
- Document use, research and analysis
- Thinking skills: decision making, problem solving, planning, goal setting, organization
- Workplace norms
- Attitudes that promote teamwork, accountability, learning, communication, productivity and wellbeing.
- Self-management, reliability, accountability and responsibility
- Self-directed learning
- Career exploration
- Identifying and creating supports and resources.

PREREQUISITES

Permission from instructor is required to register in this course. Candidates must demonstrate the following characteristics:

- Readiness to hold responsibility for learning in a college setting.
- Willingness to accept challenges.
- Ability to travel and function independently in the community.
- Capacity to work both independently and collaboratively.

LEARNING MATERIALS:

- Communication Skills, QLWG Essential Life Skills Unit 10, 2008
- Times Colonist Newspaper
- There are a variety of workbooks available in the classroom for students to work from
- Other material is available from the library and learning centres.

Students are responsible for the following materials:

- Clean clothing in good repair.
- 3 ring binder, pens, paper, and book bag.
- Calendar, schedule or smart phone to keep track of appointments and commitments.
- Meals, snacks, water.

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

ATTENDANCE POLICY

As a reflection of workplace standards, students are expected to arrive on time to all classes and labs ready to learn. If you are going to be away, please provide sufficient notice. You are responsible for any assignments or learning that take place during your absence. Students are expected to minimise any disruption if arriving late or leaving early. If missing more than 2 classes please meet with your instructor to ensure learning outcomes are being met.

EVALUATION PLAN

ETP 037 APPLIED LITERACY

COURSE EVALUATION METHODS						
1. Learning planner and associated literacy learning activities	30%					
2. Lab Evaluations	20%					
3. Lab Self-Assessment & Coherence	20%					
4. Paragraph Assignment	15%					
5. Learning Goal Self-Assessment	10%					
6. Learning Materials Organization	5%					
COURSE OUTCOMES	Evaluations					
	1	2	3	4	5	6
1. Demonstrate the Literacy skills of an entry-level worker.	✓	✓	✓	✓	✓	✓
2. Demonstrate the attitudes and behaviors of an entry-level worker.	✓	✓	✓		✓	✓

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%

EVALUATION METHODS

LEARNING PLANNER 30%	
Description	The learning planner is a workbook to help you create, organize and track learning goals and activities. Work through the book and develop at least four substantial learning goals for literacy. Work with your instructor to create learning activities for these goals. Follow through on your learning activities and track your progress.
Specifications	Develop at least four substantial learning goals related to workplace literacy. Choose goals that interest you from the list of topics in the course outline. Each should include the following: <ul style="list-style-type: none"> • A SMART learning goal approved by the instructor • At least three learning activities you will do to meet your goal • How you will track progress for each learning activity and a record of results. Consult with the instructor weekly about your plan.
Due Date	Progress will be tracked throughout the semester. Please bring your learning planner workbook to all Numeracy and Literacy classes and labs. Review your progress with the instructor each week during office hours or learning lab time.

APPLIED LEARNING LAB EVALUATIONS 20%	
Description	Participate in learning labs. Use lab time to practice literacy skills, attitudes and behaviours of an entry-level worker.
Specifications	Your performance and progress will be evaluated in the follow areas: <ul style="list-style-type: none"> • communication skills such as: listening, speaking, body language • teamwork skills • safety orientation & and an organized work environment • presentation, grooming and hygiene
Due Date	Participate in applied learning lab activities throughout the course. Evaluations will be based on your performance and progress throughout the course.

LAB SELF-ASSESSMENT & COHERENCE 20%	
Description	Self-assessment is an important skill for success in the workplace. Students will practice assessing themselves and compare this to feedback given from peers and teachers throughout the semester. Students will do a final lab self-evaluation.
Specifications	Self-evaluation 10% Coherence with Lab Evaluation 10%
Due Date	Self-assessment is a skill to be practiced throughout the semester. Self-evaluations will be conducted during the second to last week of classes.

PARAGRAPH ASSIGNMENT 15%

<p>Description</p>	<p>Students will work at their own level to write three paragraphs about a newspaper article. Take time to develop your reading comprehension and writing skills. Students who are unable to read an article or write a paragraph will work with the instructor to adapt this assignment to their learning needs.</p> <ol style="list-style-type: none"> 1. Choose an article and read it. 2. Take notes and answer the following questions about the article to the best of your ability. You may alter these questions to make them relevant to your article. <ol style="list-style-type: none"> a. Who was involved? b. What happened? c. Where did it happen? d. When did it happen? e. How did it happen? How are people responding? f. Why did it happen? 3. Put your notes into sentences. 4. Consult with the instructor. 5. Add some sentences about your opinion of the topic. 6. Write introductory and concluding sentences. 7. Edit your work 8. Review your writing with the instructor often; 9. This assignment is due the following Thursday and can be submitted to Mark Fournier in person or by email fournierm@camosun.bc.ca. <p>Be prepared to discuss the article with others and to work with the instructor to revise your writing.</p>
<p>Specifications</p>	<p>Students will earn 5 point for each paragraph. Students who are unable to write a paragraph will work with the instructor to adapt this assignment to meet their learning needs.</p> <p>Paragraphs can be submitted in on paper or electronically using email. Handwritten paragraphs must be readable by the instructor.</p> <p>One point will be earned for the following:</p> <ul style="list-style-type: none"> • Choosing an article or topic • Consulting with the instructor to develop reading and writing skills • Researching the topic and answering the relevant questions (who, what, where when, how, why). • Commenting on the topic with your opinion • Composing Introductory and concluding sentences.
<p>Due Date</p>	<p>Students will set their own due dates for each article. All paragraphs must be submitted by April 11, 2019</p>

LEARNING GOAL PROGRESS SELF-ASSESSMENT 10%

Description	Students will be asked to assess their learning progress using a rubric. Self-assessment is an important work related skill. Practice this skill throughout the term and get feedback. Coherence to the instructor's assessment is worth half the mark.
Specifications	You will be given instruction on how to use and complete an evaluation rubric.
Due Date	Last week of classes.

BINDER ORGANIZATION 5%

Description	Students will keep learning materials organized throughout the semester. Handouts, notes and other course materials in a binder divided into the following sections: <ul style="list-style-type: none">• Directed Studies• Applied Literacy• Applied Numeracy• Learning Planner• Work Experience (ETP 2 Students)
Specifications	5 points will be earned for the following: <ul style="list-style-type: none">• Organizing binder into the sections described above• Keeping materials in the appropriate sections• Keeping materials neatly organized using a 3 ring binder and tabs• Bringing learning materials to each class• Being able to find materials as needed.
Due Date	Ongoing through semester: each class.