



CAMOSUN COLLEGE
School of Access
Employment Training and Preparation

ETP 038 Directed Studies
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

- identify achievable employment goals
- express and achieve personal learning objectives which relate directly to their employment goals
- complete learning objectives within the established timeline
- recognize, meet and maintain an acceptable standard of work
- complete the mutually agreed upon exit criteria for this course
- assess their own performance to determine if they achieved their goals.

3. Course Content

This course is designed to offer individualized learning for students enrolled in the Employment Training certificate program. In this course, students establish specific, individualized learning objectives that once completed enable them to achieve their learning goals and maximize their employment potential.

Individualized learning objectives can be realized in class hours, lab hours, out of class hours and assignments, and assessed by Instructional team.

5. Basis of Student Assessment (Weighting)

Students will be evaluated based on individual criteria established with the instructor. These include but are not limited to: amount of research completed, presentation of project and materials, media presentation where appropriate, informational interviews completed when necessary, and overall thoroughness and effort demonstrated by the student.

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>

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.