



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

**Pathways ETP 042**  
**Skills for Adulthood**  
**Summer 2021**

**COURSE OUTLINE**

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The calendar description is available on the web @ <http://camosun.ca/learn/south-island-partnership/programs-courses/pathways.html>

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.

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**1. Instructor Information**

(a) Instructor	Mayu Toyoda
(b) Office hours	Monday – Thursday 12pm – 1pm or call for appointment
(c) Location	Interurban campus, Portable A, Room 100
(d) Phone	250-370-4980
(e) E-mail	<a href="mailto:toyodam@camosun.bc.ca">toyodam@camosun.bc.ca</a>
(f) Website	<a href="http://camosun.ca/learn/south-island-partnership/programs-courses/pathways.html">http://camosun.ca/learn/south-island-partnership/programs-courses/pathways.html</a>

**2. Intended Learning Outcomes**

*(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)*

This course introduces students to specific college, work and community environments and activities. Students will identify career and educational pathways and opportunities that best meet their interests, talents, personal and cultural needs. Students will learn and practice essential adult life and employment skills, including basic intercultural communication skills, self-advocacy and interpersonal skills. Students will develop skills that will prepare them to play an active role in decision making as they transition from secondary school.

**What You Will Learn:**

- Demonstrate an ability to interact appropriately with others in the workplace;
- Use and explain the importance of language suitable for the workplace and adult learning environments;
- Identify abilities, needs, realities, and dreams, related to their personal educational and/or employment goals;
- Explore opportunities in education and/or employment; develop goals that build on their strengths and interests;
- Identify their beginning steps to achieve their educational and/or employment goals;
- Develop basic self-advocacy skills that empower learners to ask for what they need regarding further education and/or employment and personal wellness;

- Explain ideas, opinions and needs clearly to the appropriate person in adult learning and work environments;
- Describe self-care, the benefits associated with this skill and identify techniques for personal use;
- Explain basic rights and responsibilities associated with adulthood, specifically for adults living with barriers to education and employment.

*Notation: Only open to Pathways for Life students*

### 3. Required Materials

Appropriate clothing and equipment necessary to complete the course.

### 4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

Course Activity	Hours / Week	Instruction – No of Weeks (Q=11; S=14; “P or S” = 7)
Lecture (Direct Instruction)	8	2.5
Seminar (Direct Instruction)		
Lab /Collaborative Learning	8	2.5
Supervised Field Practice		
Workplace Integrated Learning (Coop, Internship, etc.)		
Other*(please note):		

### 5. Basis of Student Assessment (Weighting)

- participation in class
- participation in group activities
- motivation to learn
- completion of assignments and projects
- level of professionalism and teamwork demonstrated during interactions with staff, faculty, guests and other students

### 6. Grading System

*(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)*

*(Mark with “X” in box below to show appropriate approved grading system – see last page of this template.)*

Standard Grading System (GPA)

Competency Based Grading System

### 7. Recommended Materials to Assist Students to Succeed Throughout the Course

## 8. 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>

Student performance individually and assessed on individuals competencies. The evaluation will assess the student's readiness for Networking in the Community.

### 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.

## B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
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I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.