

COURSE SYLLABUS



COURSE TITLE: Skills for Life, Learning and Work

CLASS SECTION: ETP 010 X01

TERM: Fall 2021

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>. [Territorial Acknowledgement](#).

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's

[Territorial Acknowledgement](#).

Camosun College requires that you attend the first class of each course or that you are in touch with the instructor.

INSTRUCTOR DETAILS

NAME: **Mark Fournier**

EMAIL: fournierm@camosun.bc.ca

OFFICE: Portable A, Room 102A

HOURS: Available before and after class and by appointment.

NAME: **Mayu Toyoda**

EMAIL: toyodam@camosun.bc.ca

OFFICE: Portable A, Room 104A

HOURS: Available before and after class and by appointment. Teaching on Thursdays

As your course instructors, we endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with us. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students in this course will identify and practice the attitudes, values, behaviours, and skills that contribute to successful learning, life, and work experiences. Students begin to prepare themselves for the challenges and opportunities of personal and educational growth and employment, and are introduced to teamwork skills that emphasis working across differences.

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- demonstrate responsibility and accountability in a college learning environment by completing assigned tasks, communicating about absences, and negotiating contributions in a team setting.
- communicate respectfully with others across difference within the cohort, in the college community and in the larger community.
- express a basic plan that includes short and/or long-term goals for learning and employment
- identify college and community resources that are useful in planning for learning and employment

- identify opportunities for engagement in educational and community settings

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Students are responsible for the following materials:

- Clean clothing in good repair appropriate for a variety of employment settings.
- Please wear closed toe shoes to all classes, labs and placements.
- 3 ring binder, pens, paper and a book bag for organizing course materials
- 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.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule is a guide and may change as the course unfolds.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1	Introductions and orientation	
Week 2	Getting to know each other Exploring interests Introduction to supports and resources inventory	
Week 3	Introduction to Inquiry based learning and goal setting Introduction to opportunities presentation	
Week 4	Exploring expectations. Safety orientation	
Week 5	Communicating strengths Introducing Portfolios	
Week 6	Exploring goals and opportunities	
Week 7	Reflective learning (self-assessment, using feedback)	
Week 8	Learning plan development	self-assessment
Week 9	Accessing supports and resources	SMART Goals due
Week 10	Integrating learning Next steps	Opportunities Presentation
Week 11		Portfolios Due
Week 12		Supports and Resources Inventory due
Week 13	Wrapping up loose ends.	All assignments due
Week 14	Closing activities Celebration of accomplishments	Last class
Week 15	Summary Conversations	1:1 conversation with instructors

EVALUATION OF LEARNING

Students are responsible for demonstrating their learning towards course outcomes. All evaluations can be tailored to suit your learning needs and abilities.

DESCRIPTION	WEIGHTING
Learning lab evaluation	20
Portfolio or Project	20
Goal setting for life, learning and work including Supports and Resources Inventory	20
Self-assessment and reflection	20
Peer assessment	20
	TOTAL
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Students are expected to be responsible for the following:

- Following all health and safety rules and procedures.
- Attend all classes and labs and actively engage in learning. Should it be necessary to miss a class, students should provide notice to this instructor. It is the student's responsibility to catch up on anything that may have been missed (e.g. important announcement or assignments).
- Demonstrate learning and ask for help when needed

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning

Support Service	Website
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.