



## COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/chem.html>

Ω Please note: the College electronically stores this outline for five (5) years only.  
It is **strongly recommended** you keep a copy of this outline with your academic records.  
You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

### 1. Instructor Information

(a)	Instructor:	John Lee		
(b)	Office Hours:	See posted times on F344A		
(c)	Location:	F344A		
(d)	Phone:	3446	Alternative Phone:	
(e)	Email:	leejohn@camosun.bc.ca		
(f)	Website:	@johnatcamosun		

### 2. Intended Learning Outcomes

(No changes are to be made to these Intended Learning Outcomes as approved by the Education Council of Camosun College.)

Upon completion of this course the student will:

1. Be able to prepare a professional-quality resume and cover letter.
2. Be better able to make choices between the types of technologist jobs that are typically available to them following graduation.

### 3. Required Materials

- (a) None

### 4. Course Content and Schedule

(This section can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

Students will meet ~ every other week for one hour for the semester. Duration is 50 minutes.

The topics for discussion will include:

- Preparation of a resume and cover letter.
- Job search in the media.
- Information about external opportunities for graduates from graduates of the program and local laboratory managers.
- Tours of local sites of significant chemical and/or molecular biological interest.
- Problems arising from any aspect of the program.

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

(This section should be directly linked to the Intended Learning Outcomes.)

**The final letter grade will be based on the following**

- Attendance and participation
- Quality of the resume and cover letter

## 6. Grading System

(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College for approval.)

### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

### 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 E-1.5 at [camosun.ca](http://camosun.ca) for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
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, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3 <sup>rd</sup> course attempt or at the point of course completion.)
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.

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

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services, or the College web site at [camosun.ca](http://camosun.ca).

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED

## 8. ACB Seminar Schedule

Room: F322

<b>Date of 12:30 Tuesday meeting</b>	<b>Tentative schedule (subject to change)</b>
Sept 10	Welcome and <b>pizza lunch</b>
Sept 24	Portfolio guidelines (1 <sup>st</sup> years) Cover Letter & Resume Assignment (2 <sup>nd</sup> years).
Oct 8	Guest – Dr. Ariel Louwrier, Stressmarq Biosciences.
Oct 22	Guest – Mr. Bob Dawson, P.Eng., Stantec.
Nov 5	Guest – Ms. Angela Jackson, Protein Centre, UVic Genomics.
Nov 19	Guest - Dr. Alex Brolo, University of Victoria.
Dec 3	Guest – Loraine Ferreria from the Co-op department will discuss preparing for summer work terms. Announcements and <b>pizza</b>