COURSE OUTLINE

The course description is online @ http://camosun.ca/learn/calendar/current/web/asdg.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

Instructor/s: Lois Fernyhough;

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

The Work Term course provides an opportunity for guided, program-related learning in a workplace setting. Students will select one or two learning outcomes, or develop similar, program-and-work-specific learning outcomes from each of the following four categories.

1.   **Occupational and workplace awareness:** *Students will be able to…*

- Summarize the duties and responsibilities associated with a given occupation or work role and how the role(s) relates to the organization's strategic objectives.
- Identify at least one discipline-specific and one interpersonal challenge encountered during the work situation, and explain how the program has or has not equipped a student to overcome or alleviate each one.

2.   **Academic/Technical learning:** *Students will be able to…*

- Demonstrate learning related to the student's specific area of study within the Associate Degree program, including the ability to: identify when information is needed and find, evaluate and appropriately utilize the needed information **and** demonstrate the skills and understanding necessary to use numbers and mathematics to deal effectively with common problems; and other skills directly related to their Associate Degree program.
- Articulate relationships between specific classroom topics from the Associate Degree program as they relate to actual practices and situations encountered in the workplace or as requirements of the job.

3.   **Employability skills:** *Students will be able to…*

- Demonstrate acquisition/improvement of Employability Skills (as defined by the Conference Board of Canada, SCANS, etc.), for example,
    - Communicate clearly, concisely and coherently in a style and using methods (e.g. email, oral or written communication) appropriate for the purpose, situation and audience in a professional environment.
    - Describe how the Associate Degree program courses have enabled the student to think critically to solve problems, anticipate outcomes, and use and organize information.
    - Assess, evaluate and process complex information appropriate to an area of concentration or the discipline.
    - Demonstrate appropriate workplace attitudes and behaviours (responsibility, accountability, initiative, trustworthiness, diligence, friendliness, empathy, etc.).
    - Demonstrate effective behaviors and skills within a group working toward a common goal or purpose.
    - Describe any participation in teamwork which occurred formally or informally, including what did or did not work and implications on further skill development.

- Provide examples of how technology was used to solve problems and achieve results.

4. **Self-awareness and professional development:** *Students will be able to…*
   - Describe insights into their own preferences, aptitudes, work habits, style of interaction, learning processes, etc. as revealed through cooperative work experience.
   - Reflect on the work term experience and examine how this will relate to future career plans. If this is a second work term, the student will demonstrate evidence of progressive learning. Students will compare and contrast the second work experience with the previous work term.

3. Required Materials

None.

4. Course Content and Schedule

Within two weeks of beginning a work term, the student submits to the instructor:
- A learning plan outlining at least three realistic and measurable goals to be achieved during the work term.
- For self-developed work terms this plan needs to be submitted prior to approval of the work term. Within two weeks of beginning the work term, a second document needs to be submitted to confirm these goals as being realistic and achievable, or to modify them as necessary with consultation with the instructor.
- The goals outlined in the plan must demonstrate a relationship with what the student has learned to date, and explain how successful completion of the plan will tie into the student's longer term career plans.

At or around the midpoint of the work term, but prior to the scheduled site visit:
- Submission of a midterm reflection to the instructor. This form will be sent to the student at the start of the work term.

At least one week prior to the completion of the work term, the student submits to the instructor:
- a completed Employer Assessment of Learning;
- a completed Student Assessment of Learning;
- an updated resume;
- an itemized list of new samples of work to be included in the student's portfolio, including the rationale and explaining the context of each item;
- and a reflective essay outlining the completion of goals identified at the start of the work term and how the term ties into the student's future career path (specific details on content to be provided to the student).

5. Basis of Student Assessment (Weighting)

To receive a "Completed" (COM) grade for the Cooperative Work Term, students must meet all of the following criteria:

- Satisfactory completion of all the components outlined above under (4) Course Content and Schedule.
- Submission of the components in a timely manner.
- Receive a "Satisfactory" or better overall evaluation on the Employer Performance Assessment.

To receive a "Completed with Distinction" (DST) grade for the Cooperative Work Term, students must meet all of the following criteria:

- Exemplary completion of all the components outlined above under (4) Course Content and Schedule.
- Submission of the components in a timely manner.
- Receive a "Very Good" or better overall evaluation on the Employer Performance Assessment.

6. Grading System

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.

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 **camosun.ca** or information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	*Incomplete*: 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	*In progress*: 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	*Compulsory Withdrawal:* 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.

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 for information on conversion to final grades, and for additional information on student record and transcript notations.

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.

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.