

M: Course Objectives / Learning Outcomes:

1. To gain exposure to a minimum of 2 work or training situations.
2. To demonstrate classroom learnings regarding appropriate work habits.
3. To gather information about selected career/vocational choices.
4. To demonstrate appropriate interpersonal skills in relating to supervisor and regular employees.
5. To contribute to the identification of work adjustment needs, and to develop strategies and support to successfully make these adjustments.

N: Course Content:

1. Introductions and presentations.
2. Appropriate work habits.
 - dress
 - punctuality
 - attendance
 - completing tasks
 - asking for assistance
3. Following instructions.
4. Student observation of the work place.
5. Evaluating progress.
6. Planning for change.
 - evaluation
 - behavioural contract
7. Follow up and completion.

O: Methods of Instruction:

The student will be placed in a minimum of 2 work or training situations related to career/job choices identified in Career Exploration and Planning. In each situation, the student works according to the policies and procedures of that particular work setting. Whenever skill level permits, the student will undertake tasks as assigned by the work supervisor, the student should also be prepared for some periods of observation, and to ask questions to learn more about the nature of that particular kind of employment.

Students will be monitored in their work placement by the instructor. According to individual student need, they will be given individual coaching and assistance. Feedback will be elicited from the work placement supervisor and shared with the student, verbally and in writing.

Following the work placement, the student will complete a report on the work placement and will meet with the instructor for a thorough evaluation and to develop a behavioural contract to improve work habits, or make work adjustments as needed. An assessment will also be made at this time of the appropriateness of this career choice.

P: Textbooks and Materials to be Purchased by Students:

None

Q: Means of Assessment:

A mastery model of on-going evaluation will be used. A student will have completed the course when:

1. He/she has actively participated in a minimum of two work placements.
2. He/she has demonstrated appropriate work habits (punctuality, attendance, dress).
3. He/she has been actively involved in feedback sessions, written and verbal evaluation process, and behavioural contract process.
4. He/she has demonstrated a willingness to implement identified steps towards improving work habits as necessary.
5. He/she has completed a work placement report.

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

N/A

Course Designer(s)
Mabel A. Izat

Education Council / Curriculum Committee Representative

Dean / Director

Registrar