

UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DEPARTMENT: Continuing education DATE: December 17 1998

NAME & NUMBER OF COURSE Employment Counselling Certificate: Instructional Skills ECT07 DESCRIPTIVE TITLE N/a UCFV CREDIT

CATALOGUE DESCRIPTION:

This course provides the learner with the knowledge, skills and experience necessary to prepare lessonplans and to practice basic instructional techniques and skills in a supportive environment.

COURSE PREREQUISITES: Model and Strategies (ECT01), Career Decision Making (ECT02), Managing Transition (ECT03), Group Employment Counselling (ECT04)

COURSE COREQUISITES: n/a

HOURS PER TERM FOR EACH STUDENT	Lecture	hrs	Student Directed	
	Laboratory	hrs	Learning	hrs
	Seminar	hrs	Other - specify:	
	Field Experience	hrs		
			<u>TOTAL</u>	30 hrs

UCFV CREDIT ☐
TRANSFER x

UCFV CREDIT ☐
NON-TRANSFER

NON-CREDIT X

TRANSFER STATUS (Equivalent, Unassigned, Other Details)

UBC

SFU

UVIC

Other Douglas College - Employment Counselling Certificate Program

AUTHORIZATION SIGNATURES:

Course Designer(s) _____ Chairperson _____

Department Head: [Signature] Dean: [Signature] Curriculum Committee

PAC: Approval in Principle _____ Date _____ PAC: Final Approval: 1998-12-16 Date

Employment Counselling Certificate Program: Instructional Skills (ECT07)**NAME & NUMBER OF COURSE****COURSES FOR WHICH THIS IS A PREREQUISITE:**

Placement and Monitoring (ECT06)

RELATED COURSES**TEXTBOOKS, REFERENCES, MATERIALS** (List reading resources elsewhere)

TEXTS: Instructional Skills Workshop: A Handbook for Participants - Ministry of Advanced Ed., 1993
(ISBN: 0-7718-9388-4)

OBJECTIVES:

Upon completion of this course, the learner will have the knowledge and skills to:

- describe and use an instructional sequence;
- prepare functional lesson plans;
- use simple methods to evaluate learning;
- identify and use instructional techniques;
- give constructive feedback; and
- use basic instructional media

METHODS:

lecture, demonstrations, videos, large and small discussions

STUDENT EVALUATION PROCEDURE:

- submission of two functional lesson plans;
- successful presentation of two ten minute mini-lessons; and
- participation in both verbal and written feedback sessions following each lesson

Employment Counselling Certificate Program: Instructional Skills (ECT07)**NAME & NUMBER OF COURSE**

COURSE CONTENT

5 - 6 hour sessions - Saturdays

Week 1 - Introduction & Overview of course objectives / assignments

- Setting appropriate boundaries for group/individual behaviour
- Definition of Instructor/Facilitator
- Strategy vs Tactics
- Efficiency vs Effectiveness
- Curriculum Planning
- Needs Assessments

Week 2 - Review of Week 1

- Lesson Plans
- Instructional Methods
 - introduction
 - warm ups/ice breakers
 - logs
 - questioning techniques
 - case study
- Assignment #1

Week 3 - Quick Tip Topics

- flipcharts
- overheads
- lectures
- brainstorming
- learning circles
- showing videos/films
- demonstrations
- use of power point
- chalkboards/whiteboards
- Role Plays
- Setting up
- Evaluating
- Assignment # 2

Week 4 - Presentations

- Evaluations
- Assignment #3

Week 5 - Motivation

- Closing
- Closure