

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

<b>Course Code and Number:</b> TASK 054		<b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>															
<b>Course Full Title:</b> Work Experience I <b>Course Short Title:</b> <i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>																	
<b>Faculty:</b> Faculty of Access and Continuing Education		<b>Department:</b> Upgrading and University Preparation															
<b>Calendar Description:</b>  Students will prepare for and participate in a community-based work experience to demonstrate their basic employability skills.																	
<b>Prerequisites (or NONE):</b>		TASK 051, TASK 052, TASK 053, and instructor's permission.															
<b>Corequisites (if applicable, or NONE):</b>		TASK 055 and TASK 056.															
<b>Pre/corequisites (if applicable, or NONE):</b>		None															
<b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Dual-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		<b>Special Topics</b> <i>(Double-click on boxes to select.)</i> This course is offered with different topics: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>															
<b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;">Lecture/seminar hours</td> <td style="text-align: center; padding: 2px;">54</td> </tr> <tr> <td style="padding: 2px;">Tutorials/workshops</td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Supervised laboratory hours</td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Experiential (field experience, practicum, internship, etc.)</td> <td style="text-align: center; padding: 2px;">36</td> </tr> <tr> <td style="padding: 2px;">Supervised online activities</td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Other contact hours:</td> <td style="text-align: center; padding: 2px;"></td> </tr> <tr> <td style="text-align: right; padding: 2px;"><b>Total hours</b></td> <td style="text-align: center; padding: 2px;"><b>90</b></td> </tr> </table>		Lecture/seminar hours	54	Tutorials/workshops		Supervised laboratory hours		Experiential (field experience, practicum, internship, etc.)	36	Supervised online activities		Other contact hours:		<b>Total hours</b>	<b>90</b>	<b>Independent Study</b> If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit	
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<b>Transfer Credit</b> Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Submit outline for (re)articulation: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>																	
<b>Grading System</b> <input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit																	
Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>Maximum enrolment (for information only):</b> 16 <b>Expected Frequency of Course Offerings:</b> Once per year <i>(Every semester, Fall only, annually, etc.)</i>															
<b>Department / Program Head or Director:</b> Greg St. Hilaire		<b>Date approved:</b> January 4, 2019															
<b>Faculty Council approval</b>		<b>Date approved:</b> January 4, 2019															
<b>Dean/Associate VP:</b> Sue Brigden		<b>Date approved:</b> December 20, 2018															
<b>Campus-Wide Consultation (CWC)</b>		<b>Date of posting:</b> January 25, 2019															
<b>Undergraduate Education Committee (UEC) approval</b>		<b>Date of meeting:</b> March 1, 2019															

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

**Employability/Workplace Skills**

1. Demonstrate behavioural expectations an employer has when looking for a potential employee.
2. Participate in verbal and non-verbal feedback.
3. Follow instructions and directions, written and verbal.
4. Demonstrate positive workplace values.
5. Employ appropriate conversational skills with fellow students, coworkers, and employers.
6. Ask for assistance on the job.
7. Demonstrate organizational skills (e.g. use planning tools, follow schedules, maintain punctuality and attendance).
8. Record work hours for both personal and payroll purposes.

**Work/Training Experience**

1. Identify and demonstrate safe work practices as per WorkSafe BC guidelines.
2. Participate in work site training orientation.
3. Identify and evaluate safe and unsafe work sites.
4. Complete one work experience in an identified job, based on interests, skills, and abilities when applicable.
5. Plan transportation to participate in a work placement, as required.
6. Set workplace goals and participate in evaluations.
7. Demonstrate good workplace habits and positive attitudes.

**Interpersonal Skills**

1. Identify and demonstrate attitudes for success.
2. Identify and demonstrate workplace expectations.
3. Demonstrate respectful interactions in a diverse multi-cultural learning/work environment.
4. Explore multicultural diversity in the workplace.
5. Demonstrate cooperative workplace behaviours.
6. Identify ways of taking initiative on the job.
7. Develop strategies for getting along with others: co-workers, supervisors, customers, and other stakeholders.
8. Define conflict and demonstrate conflict resolution strategies.
9. Demonstrate problem-solving strategies.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Guest speakers, research, discussions, group exercises, role play scenarios, monitored community based work experience.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1. Urban, H.	Life's Greatest Lessons: 20 Things That Matter	<input checked="" type="checkbox"/>	Simon and Schuster	2003
2. Ellis, D., Toft, D., Dawson, D.	Becoming a Master Student	<input checked="" type="checkbox"/>	Wadsworth Cengage Learning	2015

**Required Additional Supplies and Materials** *(Software, hardware, tools, specialized clothing, etc.)***Typical Evaluation Methods and Weighting**

Final exam: %	Assignments: 30%	Field experience: 70%	Portfolio: %
Midterm exam: %	Project: %	Practicum: %	Other: %
Quizzes/tests:	Lab work:	Shop work: %	Total: 100%

**Details (if necessary):**

Participation is graded because this course focuses on employability. Participation and attendance demonstrate employability skills that are taught within this course.

**Typical Course Content and Topics**

1. Introductory employability skills and attitudes
2. Workers' rights and responsibilities
3. Employment documents
4. Work experience