

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

Course Code and Number: TASK 055		Number of Credits: 0 Course credit policy (105)															
Course Full Title: Work Experience II Course Short Title: N/A <i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>																	
Faculty: Faculty of Access and Continuing Education		Department: Upgrading and University Preparation															
Calendar Description: Students will prepare for, and participate in community-based work experiences, building on basic employability skills learned in TASK 054, by demonstrating enhanced employability skills.																	
Prerequisites (or NONE):		TASK 051, TASK 052, TASK 053, and instructor's permission.															
Corequisites (if applicable, or NONE):		TASK 054 and TASK 056.															
Pre/corequisites (if applicable, or NONE):		None															
Antirequisite Courses <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>		Special Topics <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>															
Typical Structure of Instructional Hours <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px 5px;">Lecture/seminar hours</td> <td style="text-align: center; padding: 2px 5px;">30</td> </tr> <tr> <td style="padding: 2px 5px;">Tutorials/workshops</td> <td style="text-align: center; padding: 2px 5px;"></td> </tr> <tr> <td style="padding: 2px 5px;">Supervised laboratory hours</td> <td style="text-align: center; padding: 2px 5px;"></td> </tr> <tr> <td style="padding: 2px 5px;">Experiential (field experience, practicum, internship, etc.)</td> <td style="text-align: center; padding: 2px 5px;">60</td> </tr> <tr> <td style="padding: 2px 5px;">Supervised online activities</td> <td style="text-align: center; padding: 2px 5px;"></td> </tr> <tr> <td style="padding: 2px 5px;">Other contact hours:</td> <td style="text-align: center; padding: 2px 5px;"></td> </tr> <tr> <td style="text-align: right; padding: 2px 5px;">Total hours</td> <td style="text-align: center; padding: 2px 5px;">90</td> </tr> </table>		Lecture/seminar hours	30	Tutorials/workshops		Supervised laboratory hours		Experiential (field experience, practicum, internship, etc.)	60	Supervised online activities		Other contact hours:		Total hours	90	Independent Study 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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Transfer Credit Transfer credit already exists: <i>(See bctransferguide.ca.)</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>																	
Grading System <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		Maximum enrolment (for information only): 16 Expected Frequency of Course Offerings: Once per year <i>(Every semester, Fall only, annually, etc.)</i>															
Department / Program Head or Director: Greg St. Hilaire		Date approved: January 4, 2019															
Faculty Council approval		Date approved: January 4, 2019															
Dean/Associate VP: Sue Brigden		Date approved: December 20, 2018															
Campus-Wide Consultation (CWC)		Date of posting: January 25, 2019															
Undergraduate Education Committee (UEC) approval		Date of meeting: March 1, 2019															

Learning Outcomes:

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

Employability/Workplace Skills — Enhanced

1. Demonstrate behavioural expectations an employer has when looking for a potential employee.
2. Initiate verbal and non-verbal feedback.
3. Respond to different forms of feedback positively, considering the information to support positive changes.
4. Incorporate appropriate feedback.
5. Follow instructions and directions, written and verbal.
6. Demonstrate good organizational skills and work habits.
7. Demonstrate initiative and dependability on the job.
8. Demonstrate positive workplace values.
9. Present themselves at job interviews in a professional manner.
10. Respond to interview questions by representing their strengths.
11. Ask relevant questions of potential employers.
12. Employ appropriate conversational skills with fellow students, coworkers, and employers.
13. Ask for assistance on the job.
14. Demonstrate organizational skills (e.g. use planning tools, follow schedules and maintain punctuality and attendance).
15. Record work hours for both personal and payroll purposes.

Work/Training Experience — Enhanced

1. Demonstrate safe work practices as per WorkSafe BC guidelines.
2. Participate in work site training orientation.
3. Take appropriate action regarding unsafe work practices.
4. Complete a minimum of one work experience.
5. Set workplace goals and participate in evaluations.
6. Demonstrate good workplace habits and positive attitudes.
7. Plan and complete tasks as per instructions.

Interpersonal Skills — Enhanced

1. Demonstrate attitudes for success.
2. Demonstrate workplace expectations.
3. Explore multicultural diversity in the workplace.
4. Interact respectfully in a diverse, multi-cultural, learning/work environment.
5. Demonstrate cooperative workplace behaviours.
6. Take initiative on the job.
7. Demonstrate appropriate interpersonal skills with supervisors, coworkers, and customers.
8. Demonstrate conflict resolution strategies.
9. Demonstrate problem-solving strategies.
10. Give and receive feedback in an effective manner.
11. Define and demonstrate ethical behaviors.

Customer Service Skills

1. Identify the impact and importance of first impressions.
2. Demonstrate positive customer service skills.
3. Demonstrate effective customer service communication, including responding to nonverbal communication.
4. Identify and demonstrate appropriate responses to customer inquiries.
5. Identify and demonstrate ways of dealing with challenging customers.

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. Enhanced employability skills and attitudes
2. Work experience
3. Workers' rights and responsibilities
4. Introductory job search skills
5. Employment documents