



ORIGINAL COURSE IMPLEMENTATION DATE: September 2019  
 REVISED COURSE IMPLEMENTATION DATE: September 2024  
 COURSE TO BE REVIEWED (six years after UEC approval): October 2029  
 Course outline form version: 06/18/2021

## 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> AIS 299	<b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>										
<b>Course Full Title:</b> Professional Practices I <b>Course Short Title:</b> Professional Practices I											
<b>Faculty:</b> Faculty of Social Sciences	<b>Department (or program if no department):</b> Arts and Integrated Studies										
<b>Calendar Description:</b> Students identify skills gained from a liberal arts education that equip them to self-manage their lives, work, civic, and global participation while exploring equity, diversity, and inclusion (EDI) in the workplace. They produce a personal action plan that connects their university learning to their post-university goals (e.g., career, service, graduate school).  Note: Students with credit for ARTS 101, ARTS 201, ARTS 299, AIS 398, or PORT 398 cannot take this course for further credit. Note: It is recommended that this be completed within 60 credits of admission to the Bachelor of Arts.											
<b>Prerequisites (or NONE):</b>	9 university-level credits.										
<b>Corequisites (if applicable, or NONE):</b>											
<b>Pre/corequisites (if applicable, or NONE):</b>											
<b>Antirequisite Courses</b> ( <i>Cannot be taken for additional credit.</i> ) Former course code/number: <b>ARTS 299</b> Cross-listed with: Equivalent course(s): <b>ARTS 101, ARTS 201</b> <b>Note: Cannot take AIS 299 after AIS 398 or PORT 398</b> <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>Course Details</b> Special Topics course: <b>No</b> <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: <b>No</b> Grading System: <b>Letter Grades</b> Delivery Mode: <b>May be offered in multiple delivery modes</b> Expected frequency: <b>Every semester</b> Maximum enrolment (for information only): 36										
<b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%;">Lecture/seminar</td> <td style="width: 20%; text-align: center;">15</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Supervised laboratory hours (design lab)</td> <td style="text-align: center;">10</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Lecture/seminar	15	Tutorials/workshops	20	Supervised laboratory hours (design lab)	10			<b>Total hours</b>	<b>45</b>	<b>Prior Learning Assessment and Recognition (PLAR)</b> PLAR cannot be awarded for this course because: The focus of the course is education and post-university planning at the time the student is at UFV.
Lecture/seminar	15										
Tutorials/workshops	20										
Supervised laboratory hours (design lab)	10										
<b>Total hours</b>	<b>45</b>										
<b>Transfer Credit</b> (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> ) Transfer credit already exists: <b>No</b> Submit outline for (re)articulation: <b>Yes</b> <i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>											
<b>Department approval:</b>	<b>Date of meeting:</b> January 2024										
<b>Faculty Council approval</b>	<b>Date of meeting:</b> January 12, 2024										
<b>Undergraduate Education Committee (UEC) approval</b>	<b>Date of meeting:</b> January 26, 2024										

**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

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

1. Describe how skills and attributes acquired with a Liberal Arts education contribute to life design.
2. Create a personal inventory of success skills that have been achieved, are in progress, or that need future development.
3. Apply the Indigenous wholistic framework using the Five Rs. (relationships, respect, relevance, reciprocity, and responsibility) to explore career development practices and inclusive workplace environments.
4. Use reflective methods to conduct self-evaluations to identify individual talents, skills, and attributes.
5. Evaluate labour market trends, occupation, and potential career pathways.
6. Practice self-reflective learning and self-evaluation skills.
7. Examine equity, diversity, and inclusion in a workplace context.
8. Produce an action plan to connect university program planning with post-university goals.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

Assignments:	75%	%	%
Holistic assessment:	25%	%	%

**Details:**

Assignments and holistic assessment may include:

- Creation of an Identity Map (IM)
- Reflective writing or projects (e.g., art based, game based, presentation based)
- Circle work
- Journal submissions
- Low stakes writing assignments
- Role plays
- Case studies
- Short research summaries
- e-portfolios

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

**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1. Textbook	Wallace, Christina	The Portfolio Life: How to Future-proof your career, avoid burnout, and build a life bigger than your business card.	2023
2.			
3.			

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

**Course Content and Topics**

- Introduction to liberal arts (or liberal education) skills
- Life design strategies
- Introduction to career competency assessments
- Embracing far transfer: articulating transferable skills
- Define career, occupation, and job
- Indigenous career development practices:
  - The Indigenous holistic framework
  - The Five Rs (relationships, respect, relevance, reciprocity, and responsibility)
  - Circle work
- EDI and workplace practices; everyone's responsibility
- Using and assessing labour market information
- Occupation pathways from liberal arts programs.
- Self-assessment practices for creating a skills inventory and expanding work/life options
- Education to post-university planning