ORIGINAL COURSE IMPLEMENTATION DATE: September 2010
REVISED COURSE IMPLEMENTATION DATE: September 2019
COURSE TO BE REVIEWED (six years after UEC approval)**:** March 2025
Course outline form version: 05/18/2018

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

Course Code and Number: TASK 054	**Number of Credits:** 0 Course credit policy (105)

Course Full Title: Work Experience I
Course Short Title:
(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)

Faculty: Faculty of Access and Continuing Education	**Department:** Upgrading and University Preparation

Calendar Description:

Students will prepare for and participate in a community-based work experience to demonstrate their basic employability skills.

Prerequisites (or NONE):	TASK 051, TASK 052, TASK 053, and instructor's permission.
Corequisites (if applicable, or NONE):	TASK 055 and TASK 056.
Pre/corequisites (if applicable, or NONE):	None

Antirequisite Courses *(Cannot be taken for additional credit.)*
Former course code/number:
Cross-listed with:
Dual-listed with:
Equivalent course(s):
(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.)

Typical Structure of Instructional Hours

Lecture/seminar hours	54
Tutorials/workshops	
Supervised laboratory hours	
Experiential (field experience, practicum, internship, etc.)	36
Supervised online activities	
Other contact hours:	
Total hours	**90**

Labs to be scheduled independent of lecture hours: ☒ No ☐ Yes

Special Topics *(Double-click on boxes to select.)*
This course is offered with different topics:
☒ No ☐ Yes *(If yes, topic will be recorded when offered.)*

Independent Study
If offered as an Independent Study course, this course may be repeated for further credit: *(If yes, topic will be recorded.)*
☒ No ☐ Yes, repeat(s) ☐ Yes, no limit

Transfer Credit
Transfer credit already exists: *(See **bctransferguide.ca**.)*
☒ No ☐ Yes
Submit outline for (re)articulation:
☒ No ☐ Yes *(If yes, fill in transfer credit form.)*

Grading System
☐ Letter Grades ☒ Credit/No Credit

Maximum enrolment (for information only): 16

Expected Frequency of Course Offerings:
Once per year *(Every semester, Fall only, annually, etc.)*

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

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	☒	Simon and Schuster	2003
2.	Ellis, D., Toft, D., Dawson, D.	Becoming a Master Student	☒	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