OFFICIAL UNDERGRADUATE COURSE OUTLINE (page 1)

COURSE IMPLEMENTATION DATE: September 2010
COURSE REVISED IMPLEMENTATION DATE:
COURSE TO BE REVIEWED: February 2014
(four years after UPAC approval) *(month, year)*

OFFICIAL UNDERGRADUATE COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.
Shaded headings are subject to change at the discretion of the department – see course syllabus available from instructor

TASK 056	Upgrading and University Preparation	0
COURSE NAME/NUMBER	FACULTY/DEPARTMENT	UFV CREDITS

Personal and Career Portfolio
COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

In this course, students will develop a personal, career-related portfolio that identifies and shows evidence of workplace essential skills attained through life experience and/or training and education.

PREREQUISITES: Admission to the Workplace TASK Program
COREQUISITES:
PRE or COREQUISITES:

SYNONYMOUS COURSE(S):
(a) Replaces: **TASK 09, 10**
(b) Cross-listed with:
(c) Cannot take: for further credit.

SERVICE COURSE TO: *(department/program)*

TOTAL HOURS PER TERM: **45 hours**
STRUCTURE OF HOURS:

Lectures:	**10**	Hrs
Seminar:		Hrs
Laboratory:	**35**	Hrs
Field experience:		Hrs
Student directed learning:		Hrs
Other (specify):		Hrs

TRAINING DAY-BASED INSTRUCTION:
Length of course: **15 weeks, 1 day a week**
Hours per day: **3 hours**

OTHER:
Maximum enrolment: **16**
Expected frequency of course offerings: Annually
(every semester, annually, every other year, etc.)

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)	☐ Yes	☒ No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)	☐ Yes	☒ No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	☐ Yes	☒ No

Course designer(s): **Alyson Seale and Darlene Carson**

Department Head:	**Dr. Sue Brigden**	Date approved:	**Nov 10, 2009**
Supporting area consultation (Pre-UPAC)		Date of meeting:	**Feb. 5, 2010**
Curriculum Committee chair:	**Dr. Sue Brigden**	Date approved:	**Nov 13, 2009**
Dean/Associate VP:	**Dr. Karen Evans**	Date approved:	**Jan. 25, 2010**
Undergraduate Program Advisory Committee (UPAC) approval		Date of meeting:	**Feb. 26, 2010**

LEARNING OUTCOMES:

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

1. identify short-, medium-, and long-term career-related goals
2. list four measurable steps, within a reasonable time frame, for achieving short-term goals.
3. recognize where and how experiential learning has occurred
4. identify the skills acquired through experiential learning (transferable skills)
5. discriminate between formal and other learning
6. identify and list personal skill competencies
7. support learning statements with evidence (e.g., certificates attained, work evaluations, letters of reference)
8. prepare/update a work-ready resume
9. identify learning needs for self-advancement
10. identify regional learning opportunities for personal advancement
11. identify funding options
12. list locations of learning materials relevant to chosen work or field of interest.

METHODS: *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Presentations, computer research, lectures.

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

☐ Examination(s) ☒ Portfolio assessment ☒ Interview(s)

☐ Other (specify):

☐ PLAR cannot be awarded for this course for the following reason(s):

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Instructor created materials

SUPPLIES / MATERIALS:

Pen, pencils and notepaper for each class, a removable drive (storage device).

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Demonstration of skills in practical settings and situations	20%
Next Step Plan	20%
Career portfolio	60%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

1. Realistic goal setting
2. Portfolios
3. Lifelong learning
4. Next steps Plan