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 056	**Number of Credits:** 0 Course credit policy (105)

Course Full Title: Personal and Career Portfolio
Course Short Title: Personal & Career Portfolio
(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 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 (or NONE):	TASK 051, TASK 052, TASK 053, and instructor's permission.
Corequisites (if applicable, or NONE):	TASK 054, TASK 055
Pre/corequisites (if applicable, or 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	30
Tutorials/workshops	30
Supervised laboratory hours	30
Experiential (field experience, practicum, internship, etc.)	
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:

Develop a Portfolio

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.
13. Organize capstone material into a portfolio.

Job Search Skills

1. Identify local public and private employment agencies.
2. Identify and outline individual employment support and training needs.
3. Create a supported or independent job search plan.
4. Connect with the organization that will assist with the next step toward education or employment.

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.)*

Presentations, computer research, lectures.

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.)*

UFV campus card with credit for printing.

Typical Evaluation Methods and Weighting

Final exam: %		Assignments:	%	Field experience:	%	Career Portfolio:	65%
Midterm exam:	%	Next step planning:	25%	Practicum:	%	Participation:	10%
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. Realistic goal setting
2. Next steps plan
3. Lifelong learning
4. Portfolios