

A: Division: **Educational Services**
 B: Department: **Student Development**
 Program:

Date: **December 3, 1996**
 New Course: **X**
 Revision of Course
 Information form:

C: **CAEP 310** D: **Work Experience Practicum** E: **5.5**

Subject & Course No.

Descriptive Title

Semester Credit

F: **Calendar Description:** This course is designed to provide students with a disability the opportunity for work experience in the community. Students are placed at a worksite in a supervised and supportive atmosphere in a field that matches their interests and abilities as well as suits their career goals.

Summary of Revisions: (Enter date & section) Eg: Section C,E,F

G: **Type of instruction: Hrs per week / per semester**

Lecture:	Hrs.
Laboratory:	Hrs.
Seminar:	Hrs.
Clinical Experience:	Hrs.
Field Experience:	Hrs.
Practicum:	165 Hrs.
Shop:	Hrs.
Studio:	Hrs.
Student Directed Learning:	Hrs.
Other (Specify):	Hrs.
*:	Hrs.
Total:	165 Hrs.

H: **Course Prerequisites:**
Instructor permission

I: **Course Corequisites:**
None

J: **Course for which this Course is a Prerequisite:**

K: **Maximum Class Size:**
12-16 depending on disabling conditions

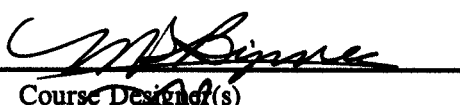
L: **College Credit Transfer**
College Credit Non-Transfer
Non-Credit

M: **Transfer Credit:** Requested:
 Granted:

Specify Course Equivalents or Unassigned Credit as appropriate:

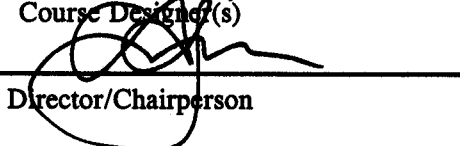
U.B.C.
 S.F.U.
 U. Vic.
 Other:

Terry Byrnes

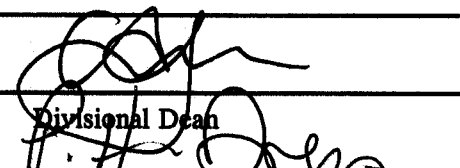
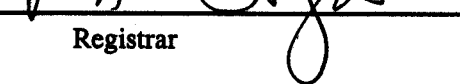


Course Designer(s)

Ted James



Director/Chairperson


 Divisional Dean

 Registrar

Subject and Course Number

N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):
Nil

Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content;
Q. Method of Instruction; R. Course Evaluation

O. COURSE OUTLINE

1. To choose a work practicum appropriate to ability, interest, marketplace availability.
2. To demonstrate appropriate work habits.
3. To take guidance from work and practicum.
4. To develop appropriate time management, conflict resolutions, self-management and interpersonal skills.
5. To use work experience for continual career planning.

P. COURSE CONTENT

1. Initial employer interviews.
2. Appropriate work habits including:
 - punctuality/attendance
 - appropriate dress
 - attitude
 - productively
3. Following Instructions.
4. Cooperation with co-workers.
5. Transition to regular employment

Q. METHOD OF INSTRUCTION

The student will be placed in a maximum of a 40 hour week as designated by the host employer. In each situation the student works according to the policies and procedures of that particular work setting. Accommodations and workplace safety will be discussed with employer and student.

The instructional supervisor will meet with students on-site to observe and provide guidance regarding daily work tasks. Feedback will be provided by the instructor, on-site work supervisor and/or employer. Additional skills will be introduced as mastery of existing tasks is made.

4. EVALUATION

Students will have weekly work experience reports written to assess:

- | | | |
|------------------------------|--------------------------------|----------------------------|
| - punctuality | - appearance | - attendance |
| - attitude | - productivity | - readiness for new skills |
| - ability to accept feedback | - co-operation with co-workers | |