



# EFFECTIVE: SEPTEMBER 2004

## CURRICULUM GUIDELINES

<b>A.</b>	Division: Educational Services	Effective Date:	September 2004
<b>B.</b>	Department / Student Development Program Area: New Directions	Revision	<input checked="" type="checkbox"/> New Course <input type="checkbox"/>
		If Revision, Section(s) Revised:	C, J
		Date of Previous Revision:	September 8, 2003
		Date of Current Revision:	September 2004
<b>C:</b>	<b>CPHI 0100</b>	<b>D: Assessment and Intake</b>	<b>E: 0</b>

Subject & Course No.	Descriptive Title	Semester Credits						
<b>F:</b> Calendar Description: This course is designed to assist adults with a disability in taking the necessary preparatory steps to enter the full-time program, New Directions: College Preparation Skills for Adults with a Head Injury. This course enables the prospective student and faculty to assess the student’s level of academic and self-management skills and current educational and career goals. Assessment information will be utilized to determine the appropriateness of entry into New Directions and will assist students to prepare to achieve success in the program. This is a required course taken by students prior to entrance into other CPHI courses.								
<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  Number of Contact Hours: (per week / semester for each descriptor)  15 hrs/week  *Will depend on individual student needs and may vary during the semester.  Number of Weeks per Semester:  15	<b>H:</b> Course Prerequisites:							
	<b>I:</b> Course Corequisites:							
	<b>J:</b> Course for which this Course is a Prerequisite  CPHI 0200, 0210							
	<b>K:</b> Maximum Class Size:  6							
<b>L:</b> PLEASE INDICATE: <table><tr><td><input checked="" type="checkbox"/></td><td>Non-Credit</td></tr><tr><td><input type="checkbox"/></td><td>College Credit Non-Transfer</td></tr><tr><td><input type="checkbox"/></td><td>College Credit Transfer:</td></tr></table> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)			<input checked="" type="checkbox"/>	Non-Credit	<input type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
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**M:** Course Objectives / Learning Outcomes

The student will:

1. gain an understanding of the objectives and content of the CPHI Program.
2. make an informed decision about entering the program.
3. demonstrate ability to learn and benefit from the New Directions Program course content.
4. take the necessary steps leading to acceptance and registration in the program.
5. secure funding as needed.
6. provide documentation as needed.
7. increase awareness of skills required to enter a post-secondary preparation program.

**N:** Course Content:1. Gathering Information

- reading program publicity
- interview with Transition Planner
- interview with instructor
- participation in informal/formal assessment processes as needed

2. Meeting Eligibility Criteria

- demonstrating stability
- demonstrating motivation
- identifying goals
- demonstrating basic literacy skills
- identifying and describing disability
- providing verification of disability(ies) related to head injury

3. Decision-Making

- identifying alternative, including CPHI
- weighing alternatives
- making the decision

4. Implementing the Decision

- contacting instructor, funding agency, advocate, therapists, medical practitioners and social workers as appropriate

5. Securing Funding

- identifying potential funding sources
- determining the best source
- applying for funding
- confirming funding and notifying appropriate persons

6. Making Applications

- identifying forms which need to be completed (intake, funding, registration, etc.)
- completing forms and submitting them
- providing copies of transcripts and assessments
- ensuring that all steps have been completed

7. Budgeting Resources

- identifying budgetary items (tuition, supplies, transportation, etc.)
- establishing a personal financial plan to enable program participation

8. Follow Through

- communicating with appropriate people as procedures are completed
- ensuring all procedures have been completed
- completing activities within time frame established
- meeting recommendations for next intake (for students who need to prove stability or motivation or who need additional time post-injury for improvement in functioning level)
- determining the appropriate steps to follow in order to resolve problems (e.g. transportation plans, child care arrangements)

**O:** Methods of Instruction

- Interview
- Discussion
- One-on-one instruction (including possible individual assessment of current skills and/or functioning level)

**P:** Textbooks and Materials to be Purchased by Students

**Q:** Means of Assessment

A student will have completed the course when he/she has participated at the required level in course activities designed to meet the course objectives. Progress will be monitored on a regular basis by the instructor in consultation with each student.

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

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Course Designer(s)

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Education Council / Curriculum Committee Representative

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Dean / Director

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Registrar