



**EFFECTIVE: SEPTEMBER 2003**

**CURRICULUM GUIDELINES**

**A:** Division: **Educational Services** Date: **March 16, 2001**

**B:** Department/  
Program Area: **Student Development**

New Course

Revision

If Revision, Section(s) Revised:

Date Last Revised:

**C:** **CSCT 150**

**D:**

**Community Practicum**

**E:** **3**

Subject & Course No.

Descriptive Title

Semester Credits

**F:** Calendar Description: This course is designed to provide students with a realistic work opportunity in a community practicum. The intent of the course is for students to transfer skills learned in the classroom, and lab to the work environment. Students are placed at a practicum in a supervised and supportive atmosphere in the customer service or retail field.

**G:** Allocation of Contact Hours to Types of Instruction/Learning Settings

Primary Methods of Instructional Delivery and/or Learning Settings:

Community Practicum

Number of Contact Hours: (per week / semester for each descriptor)

70 - 90 ( depending on employment barriers )

Number of Weeks per Semester:

15

**H:** Course Prerequisites:

Acceptance into CSCT program

**I.** Course Corequisites:

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

**K.** Maximum Class Size:

12 - 15 depending on employment barriers

**L:** PLEASE INDICATE:

Non-Credit

College Credit Non-Transfer

College Credit Transfer:

Requested

Granted

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ([www.bccat.bc.ca](http://www.bccat.bc.ca))

**M:** Course Objectives/Learning Outcomes

1. To gain realistic working exposure in a retail or customer service practicum setting
2. To demonstrate appropriate interpersonal skills in relating to supervisor and co-workers
3. To develop an awareness of the employers expectations in relation to the workplace
4. To establish basic knowledge of labour information necessary to retain employment

**N:** Course Content

- Student observation of the workplace
- Mature workplace communication skills
- Time management skills
- Problem solving workplace issues
- Following instructions
- Differences between full and part-time employment
- Employment standards in the workplace

**O:** Methods of Instruction

Students will be monitored at their practicum placement by faculty and staff. Feedback will be elicited from the practicum supervisor and shared with the student, verbally and in writing. Following the practicum placement the student will meet with the instructor for a through evaluation.

**P:** Textbooks and Materials to be Purchased by Students**Q:** Means of Assessment

A mastery model of on-going evaluation will be used. A student will have complete the course when:

- Student has actively participated in the work practicum
- Student has demonstrated appropriate work habits
- Student has been actively involved in feedback sessions, written and verbal evaluation process
- Student has maintained regular attendance and practicum expectations from the supervisor

**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

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