DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – FALL 2013

VS 155 – WORK EXPERIENCE PLACEMENT I – 2.0(0-0-24) 384 HOURS

INSTRUCTOR: Wendy Biegel **PHONE:** 780-835-6679
OFFICE: FPS 112 **E-MAIL:** wbiegel@gprc.ab.ca

OFFICE HOURS: Monday/Tuesday 4:00 pm to 5:00 pm
Wednesday/Thursday/Friday 1:00 pm to 5:00 pm

PREREQUISITE(S)/COREQUISITE: N/A

REQUIRED TEXT/RESOURCE MATERIALS:

The Work Experience Placement I course is conducted at the supporting employer's worksite. Students are responsible for transportation to and from their worksite and for any necessary worksite clothing or equipment. Many funders provide assistance for unavoidable work related expenses. Please let me know if you need help with transportation and/or other work related expenses.

CALENDAR DESCRIPTION:

This work experience placement gives students an opportunity to apply Employment Training concepts in realistic part-time work situations. The focus will be on adapting to a work environment, developing self assessment skills, and improving job performance skills.

CREDIT/CONTACT HOURS:

VS 155 is a 2.0 credit course requiring 3 full time days of employment each week. Note: the length of a full time day may differ by employer.

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DELIVERY MODE(S):

VS 155 is a work experience based course. Students will be expected to meet their supporting employer's work place expectations and schedule.

OBJECTIVES (OPTIONAL):

1. Students will apply job retention strategies introduced in VS 150.
2. Students will demonstrate basic job skills in their full-time work experience placement.
3. Students will identify common hazards and injury prevention skills in various workplace settings.
4. Students will develop reliable punctuality and attendance, appropriate use of breaks and remain on task during work periods.
5. Students will develop work place communication appropriate to their work site including effective listening, asking for assistance, and accepting criticism.
6. Students will develop skills specific to their work experience placement.
7. Students will use employer feedback and self assessment as tools for improving job performance.
8. Students will gain marketable skills and experiences transferable to future employment.

TRANSFERABILITY:

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

GRADING CRITERIA:

Your final VS 155 mark will be based on your performance in the following areas.

Evaluation: Employer Evaluation ……. 60%

Attendance
Punctuality
Works without supervision
Works with others
Follows directions
Dresses Appropriately
Work Quality
Aware of Safety

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Learns and retains job duties
Ability to communicate
Ability to complete necessary documents

Instructor Evaluation ……. 40%
Work Policy
Attendance
Impressions
Job Stability
Attitudes

Percentage grades for academic performance will be converted to a letter grade using the Grading Conversion Chart below. Practical skills will be assessed using the following descriptions.

A Student uses the skill or task consistently without assistance at an excellent level.

B Student uses the skill or task without assistance and rarely needs reminders.

C Student uses the skill or task, but needs reminders or some help.

D Student does not normally complete the skill or task without support.

F Student is unable or unwilling to do the skill or task and will not accept support to complete task.

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GRADING CONVERSION CHART			
Alpha Grade	**4-point Equivalent**	**Percentage Guidelines**	**Designation**
A^+	**4.0**	**90 – 100**	**EXCELLENT**
A	**4.0**	**85 – 89**	
A^-	**3.7**	**80 – 84**	**FIRST CLASS STANDING**
B^+	**3.3**	**77 – 79**	
B	**3.0**	**73 – 76**	**GOOD**
B^-	**2.7**	**70 – 72**	
C^+	**2.3**	**67 – 69**	**SATISFACTORY**
C	**2.0**	**63 – 66**	
C^-	**1.7**	**60 – 62**	
D^+	**1.3**	**55 – 59**	**MINIMAL PASS**
D	**1.0**	**50 – 54**	
F	**0.0**	**0 – 49**	**FAIL**
WF	**0.0**	**0**	**FAIL, withdrawal after the deadline**

EVALUATIONS:

Students will be assessed at the end of the term based on their level of independence.

STUDENT RESPONSIBILITIES:

Students are responsible for their own learning and for ensuring they do not interfere with the learning of others. If you have any difficulties or need help meeting any program expectations; please speak with one of your instructors as soon as you can.

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We expect all students to strive to meet two basic expectations:

Participation: Students must have 100% attendance and punctuality for all program activities. This includes classes, work experience placement, evening program commitments, community involvement activities, and any appointments with program staff or others. If it becomes necessary for you to miss or come late to any activity students are expected to advise their instructor as soon as possible. If the instructor agrees the change is necessary and appropriate notice was given students will be treated as though they did attend.

Respect: Students are expected to conduct themselves respectfully in regards to classmates, instructors, college staff, coworkers and supervisors at their work experience placement, community members, and themselves. This includes behaving in a manner that does not distract students involved in any program activity. Examples include: no cell phones at any class activity, being on time for class or other activities.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Class Schedule: Your employer will schedule your work shifts around your classroom commitments. Any changes to your regular schedule must be approved by the program ahead of time.

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