



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – WINTER 2012

VS 250 EMPLOYMENT TRAINING II – 5.5(6-0-0) 96 HOURS

INSTRUCTOR: Rodger Woolridge **PHONE:** 780-835-6722
OFFICE: FPS 110 **E-MAIL:** rwoolridge@gprc.ab.ca

Monday/Tuesday 1:00 pm to 4:00 pm

OFFICE HOURS: Wednesday/Thursday/Friday 9:00 am to 4:00 pm

PREREQUISITE(S)/COREQUISITE: N/A

REQUIRED TEXT/RESOURCE MATERIALS:

Handouts for course material will be provided. You will also need: a 2" binder, loose leaf paper, pen/pencil, and a basic calculator.

CALENDAR DESCRIPTION:

Continuation of Employment Training I. Students will concentrate on skill development to support their specific work placement and continue to develop more general skills needed for effective functioning in the competitive work place. By the end of this course, students will prepare personalized career plans for after college.

CREDIT/CONTACT HOURS:

VS 250 is a 5.5 credit course including 6 hours of class each week.

DELIVERY MODE(S):

VS 250 is a lecture/discussion based course. There will be projects and assignments that need to be completed in the evenings with input from the student's evening program instructor and/or roommates. Students may be required to attend activities

or workshops that deal with VS 250 topics in the evening or on weekends. Students will be given as much advance notice as possible when evening or weekend activities come up.

OBJECTIVES (OPTIONAL):

1. Students will continue to build on employment skills introduced in VS 150.
2. Students will participate in a Service Best certificate course.
3. Students will plan and prepare for continued employment in their adult lives after graduation.
4. Students will identify job search techniques and develop their job search skills.
5. Students will prepare a complete job portfolio including a resume, references and training, certificates, and develop positive interview skills. Students will express understanding of basic work place legislation.
6. Students will gain experience and develop skills relating to their chosen career field.
7. Students will identify future career goals and determine the steps required to achieve them.

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 250 mark will be based on your academic performance and on how independently you demonstrate community living skills as listed below.

| | | | |
|--------------------|----------------------------|-------|-----|
| Evaluation: | Academic Performance | | 25% |
| | 30% projects & assignments | | |
| | 30% quizzes & unit tests | | |
| | 40% final exams | | |
| | Employability Skills | | 25% |
| | Punctuality | | |
| | Attendance | | |
| | Works on their Own | | |
| | Works with a Team | | |

| | | |
|---------------------------------|-------|-----|
| Safety Awareness | | |
| Stays on Task | | |
| Workmanship | | |
| Learns/Follows Routines | | |
| Appropriate Breaks | | |
| Workplace Communication Skills | | 25% |
| Workplace Communications | | |
| Personal Hygiene | | |
| Understand & Follows Directions | | |
| Appropriate Dress | | |
| Completes Documentation | | |
| Career Planning Skills | | 25% |
| Career Goals | | |
| Job Search Techniques | | |

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.

| GRANDE PRAIRIE REGIONAL COLLEGE | | | |
|--|---------------------------|------------------------------|--|
| 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:

The final exam will be on Tuesday April 17th from 9:00 am until 12:00 pm.

STUDENT RESPONSIBILITIES:

Students are expected to complete all assignments on time. If you need extra time or help completing course material it is your responsibility to meet the instructor who assigned the work as soon as possible.

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.

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 placements, 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 job placements, 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: Classes will be on Mondays and Tuesdays from 9:00 am until 12:00.

Course Schedule: Due dates for tests, quizzes, and assignments will be announced in class and be held during regular class periods.