



COURSE OUTLINE: IVT128 - TRANSITIONS TO WORK

Prepared: CICE

Approved: Karen Hudson, Dean, Community Services and Interdisciplinary Studies

Course Code: Title	IVT128: TRANSITIONS TO WORK
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Academic Year:	2023-2024
Course Description:	In this course, students will explore the transition from student to employee and gain an understanding of the differences between the practicum setting and workplace. This course is designed to consolidate information from the first three courses into this final course. Policies, legislation, processes, roles, responsibilities and expectations of both the employer and employee are themes that will be examined and discussed. Students will develop resume and interviewing skills through in-class activities. This will serve to prepare the students for future employment opportunities.
Total Credits:	4
Hours/Week:	2
Total Hours:	28
Prerequisites:	IVT118, IVT131
Corequisites:	IVT132
Vocational Learning Outcomes (VLO's) addressed in this course: Please refer to program web page for a complete listing of program outcomes where applicable.	1120 - COMMUNITY INTEGRATN VLO 1 Integrate fully in academic, social and community activities. VLO 2 Develop and apply transferrable learning strategies to promote self-determination, life satisfaction, and lifelong learning. VLO 3 Develop academic and employment skills related to the workplace and specified area of study. VLO 4 Apply interpersonal and communication skills to build relationships with community supports, resources, and prospective employers. VLO 5 Further develop confidence, self-awareness, and self-advocacy skills related to independence, employment, and personal well-being. VLO 6 Engage in strengths-based, individualized goal setting related to self-determination and independence, both personally and professionally.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology



	and information systems.																
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.																
	EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.																
	EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.																
	EES 10 Manage the use of time and other resources to complete projects.																
	EES 11 Take responsibility for ones own actions, decisions, and consequences.																
Course Evaluation:	<p>Passing Grade: 50%, D</p> <p>A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.</p>																
Course Outcomes and Learning Objectives:	<table> <tr> <th>Course Outcome 1</th><th>Learning Objectives for Course Outcome 1</th></tr> <tr> <td>1. Understand qualities of effective workers.</td><td> 1.1 Examine development of employable skills at the placement site through self-evaluation. 1.2 Incorporate feedback and suggestions made in the classroom into the field placement experience. 1.3 Assess personal strengths and set goals for further development. 1.4 Apply self-advocacy and self-determination skills to strategize for employment. 1.5 Demonstrate understanding of rights and responsibilities of both the employer and employee. 1.6 Understand various methods to accommodate ones individual needs in the work place environment. </td></tr> <tr> <th>Course Outcome 2</th><th>Learning Objectives for Course Outcome 2</th></tr> <tr> <td>2. Identify and develop specific professional and personal goals for field placement and employment.</td><td> 2.1 Discuss future employment and establish individual goals. 2.2 Understand reflective practice and engage in ongoing self-evaluation. 2.3 Reflect and incorporate personal wellness, personal goals and values in the professional goal setting process to promote self-actualization. </td></tr> <tr> <th>Course Outcome 3</th><th>Learning Objectives for Course Outcome 3</th></tr> <tr> <td>3. Develop strategies for seeking employment.</td><td> 3.1 Engage in job search and analyze relevant job postings. 3.2 Develop job search strategies using employment agencies and services. 3.3 Identify different resume formats and their major components. 3.4 Create an effective working resume or update resume and cover letter. </td></tr> <tr> <th>Course Outcome 4</th><th>Learning Objectives for Course Outcome 4</th></tr> <tr> <td>4. Develop experience and skills in employment interviewing.</td><td> 4.1 Review key components of a job interview. 4.2 Practice and demonstrate interview skills through mock interview and in-class discussions. 4.3 Evaluate interview skills. </td></tr> </table>	Course Outcome 1	Learning Objectives for Course Outcome 1	1. Understand qualities of effective workers.	1.1 Examine development of employable skills at the placement site through self-evaluation. 1.2 Incorporate feedback and suggestions made in the classroom into the field placement experience. 1.3 Assess personal strengths and set goals for further development. 1.4 Apply self-advocacy and self-determination skills to strategize for employment. 1.5 Demonstrate understanding of rights and responsibilities of both the employer and employee. 1.6 Understand various methods to accommodate ones individual needs in the work place environment.	Course Outcome 2	Learning Objectives for Course Outcome 2	2. Identify and develop specific professional and personal goals for field placement and employment.	2.1 Discuss future employment and establish individual goals. 2.2 Understand reflective practice and engage in ongoing self-evaluation. 2.3 Reflect and incorporate personal wellness, personal goals and values in the professional goal setting process to promote self-actualization.	Course Outcome 3	Learning Objectives for Course Outcome 3	3. Develop strategies for seeking employment.	3.1 Engage in job search and analyze relevant job postings. 3.2 Develop job search strategies using employment agencies and services. 3.3 Identify different resume formats and their major components. 3.4 Create an effective working resume or update resume and cover letter.	Course Outcome 4	Learning Objectives for Course Outcome 4	4. Develop experience and skills in employment interviewing.	4.1 Review key components of a job interview. 4.2 Practice and demonstrate interview skills through mock interview and in-class discussions. 4.3 Evaluate interview skills.
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		4.4 Develop appropriate communication skills and strategies to overcome challenges in interviews and the work environment.
	Course Outcome 5	Learning Objectives for Course Outcome 5
	Demonstrate appropriate professional behaviour.	5.1 Demonstrate professional communication skills and language. 5.2 Maintain confidentiality. 5.3 Understand critical feedback and gain experience giving and receiving critical feedback. 5.4 Understand the purpose of observation and incident reports.
Evaluation Process and Grading System:		
	Evaluation Type	Evaluation Weight
	Discussions & Reflections	20%
	In-Class Activities	20%
	Job Posting Package	20%
	Mock Interview Project	25%
	Professional Portfolio	15%
Date:	January 2, 2024	
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.	

