



## COURSE OUTLINE: IVT128 - TRANSITIONS TO WORK

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Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

<b>Course Code: Title</b>	IVT128: TRANSITIONS TO WORK	
<b>Program Number: Name</b>	1120: COMMUNITY INTEGRATN	
<b>Department:</b>	C.I.C.E.	
<b>Semesters/Terms:</b>	19F, 20S, 20W	
<b>Course Description:</b>	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. In addition, field placement packages will be reviewed.	
<b>Total Credits:</b>	4	
<b>Hours/Week:</b>	1	
<b>Total Hours:</b>	15	
<b>Prerequisites:</b>	IVT118, IVT131	
<b>Corequisites:</b>	IVT132	
<b>Essential Employability Skills (EES) addressed in this course:</b>	<p>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.</p> <p>EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>EES 4 Apply a systematic approach to solve problems.</p> <p>EES 5 Use a variety of thinking skills to anticipate and solve problems.</p> <p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>	
<b>Course Evaluation:</b>	Passing Grade: 50%, D	
<b>Course Outcomes and Learning Objectives:</b>	<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
	Identify and discuss qualities required to be an effective competent worker.	Examine and evaluate ones own behaviour as a member of a working team at the placement site. Incorporate feedback and suggestions made in the classroom



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	into the field placement experience. Use thoughtful consideration in assessing their personal strengths and determine realistic alternatives for change.
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
Identify and develop specific professional goals for field placement.	Understand the purpose of observation and incidents reports Analyze and apply the various recording tools to field placement situations.
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
Develop strategies for seeking employment.	Analyze a job posting and develop a resume package in response. Develop various job search strategies utilizing local employment agencies and/or government employment services. Complete a sample cover letter. Identify different resume formats and their major components. Develop a working resume or update resume by the end of the semester.
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
Develop experience and skills in employment interviewing.	Review key components of a job interview. Practice and demonstrate interview skills through the mock interview process, and in-class discussions. Evaluate interview skills. Discuss future employment direction and establish individual goals, based on demographics related to the individual. Apply self-advocacy and self-determination skills to identify and overcome barriers to employment. Understand basic rights and responsibilities of both the employer and employee. Understand various methods to accommodate one's individual needs in the work place environment through discussions with employers. Develop appropriate communication skills and discuss one's challenges by developing applicable strategies to apply in the work environment.
<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
Demonstrate appropriate and professional behaviour.	Conversations and language are appropriate to the discussion. Confidentiality is maintained. Respect for others is demonstrated. Abide by college and employer guidelines and expectations.

**Evaluation Process and Grading System:**

<b>Evaluation Type</b>	<b>Evaluation Weight</b>
Attendance	5%
Field Placement Assignment/Reflection	20%
Job Posting Package	25%
Mock Interview or Alternate Assignment	20%
Participation	15%
Take Home Assignment or Business Card Package	15%



**Date:** August 28, 2019

**Addendum:** Please refer to the course outline addendum on the Learning Management System for further information.