



COURSE OUTLINE: CICE102 - SEM I: PROF DEV & WK

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Course Code: Title	CICE102: SEMINAR I: PROF. DEVELOPMENT & WORKPLACE
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Academic Year:	2024-2025
Course Description:	This course is designed to assist the student in establishing his/her role within the field placement environment. Students will gain an understanding of the importance of self-advocacy, the government legislation that applies to student and employee rights. Student experiences and ideas, as well as suggestions for interacting and participating effectively, within field placement, will be exchanged. Emphasis is placed on development of professional skills and understanding workplace responsibilities, such as reliability and confidentiality.
Total Credits:	4
Hours/Week:	2
Total Hours:	28
Prerequisites:	CICE101
Corequisites:	CICE112
Substitutes:	IVT112
This course is a pre-requisite for:	CICE111, CICE201, CICE202, CICE211, CICE212
Vocational Learning Outcomes (VLO's) addressed in this course:	1120 - COMMUNITY INTEGRATN
Please refer to program web page for a complete listing of program outcomes where applicable.	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.

General Education Themes: Civic Life

Social and Cultural Understanding

Personal Understanding

Course Evaluation: Passing Grade: 50%, D

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Demonstrate an understanding of workplace health and safety.	1.1 Demonstrate an understanding of legislation related to workplace health and safety, including the Occupational Health and Safety Act, and complete Workplace Violence and Harassment Awareness Training. 1.2 Demonstrate an understanding of safety concerns related to hazardous materials through completion of Workplace Hazardous Materials Information System (WHMIS) Training. 1.3 Develop awareness of workplace health and safety issues related to specific sectors.
Course Outcome 2	Learning Objectives for Course Outcome 2
2. Demonstrate an understanding of field placement and workplace expectations, and roles and responsibilities of the student and employer.	2.1 Review student expectations and responsibilities in relation to field placement, including the provision of accommodations. 2.2 Identify and discuss field placement and supervisor expectations. 2.3 Understand accountability and reliability related to field placement. 2.4 Recognize and reflect on one's own technical and interpersonal skills. 2.5 Apply skills of reflective practice to identify opportunities for growth and setting goals.
Course Outcome 3	Learning Objectives for Course Outcome 3
3. Demonstrate effective professional communication skills.	3.1 Identify and demonstrate appropriate communication skills and barriers to communication. 3.2 Create cover letter and resume tailored to a specific



	<p>position.</p> <p>3.3 Differentiate between verbal and non-verbal communication and describe the main types of non-verbal communication (ie. body orientation, gestures, face and eyes, proxemics, etc.)</p> <p>3.4 Develop conflict resolution skills related to field placement issues.</p> <p>3.5 Understand importance of critical feedback to reflective practice.</p> <p>3.6 Demonstrate use of APA style in written assignments and presentations.</p>
Course Outcome 4	Learning Objectives for Course Outcome 4
4. Develop effective skills of self-advocacy.	<p>4.1 Develop self awareness through collaborative and individual activities.</p> <p>4.2 Identify barriers to inclusion, reducing barriers and the right to accommodation.</p> <p>4.3 Understand the role of self-advocacy in field placement.</p> <p>4.4 Develop and practice self-advocacy skills in class and at field placement related to requesting accommodations and addressing challenges, including health and safety issues.</p> <p>4.5 Understand accessibility legislation including the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act through completion of AODA Training.</p>
Course Outcome 5	Learning Objectives for Course Outcome 5
5. Utilize problem solving techniques associated with field placement issues.	<p>5.1 Identify problems related to the workplace and propose ways to appropriately solve problems.</p> <p>5.2 Apply strategies for effective conflict resolution in collaboration with peers.</p> <p>5.3 Demonstrate problem-solving skills through discussions and assignments.</p>

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Community Supports Group Project	20%
Employer Profile	20%
In Class Activities	20%
Professional Portfolio	25%
Student Reflections	15%

Date: June 28, 2024

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