



COURSE OUTLINE

IVT128

Prepared: Nancy Leishman Approved: Martha Irwin

Course Code: Title	IVT128: TRANSITIONS TO WORK
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semester/Term:	18W
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. In addition, field placement packages will be reviewed.
Total Credits:	4
Hours/Week:	1
Total Hours:	15
Prerequisites:	IVT118, IVT131
Corequisites:	IVT132
Essential Employability Skills (EES):	<p>#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>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>#4. Apply a systematic approach to solve problems.</p> <p>#5. Use a variety of thinking skills to anticipate and solve problems.</p> <p>#6. Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>#7. Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>#8. Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>#9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>#10. Manage the use of time and other resources to complete projects.</p> <p>#11. Take responsibility for ones own actions, decisions, and consequences.</p>



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Course Evaluation:

Passing Grade: 50%, D

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Attendance	5%
Field Placement Assignment/Reflection	20%
In Class Resume Worksheets	5%
Job Posting Package	20%
Mock Interview or Alternate Assignment	20%
Participation	15%
Take Home Assignment or Buisness Card Package	15%

Course Outcomes and Learning Objectives:

Course Outcome 1.

Identify and discuss qualities required to be an effective competent worker.

Learning Objectives 1.

- Examine and evaluate one’s own behaviour as a member of a working team at the placement site.
- Incorporate feedback and suggestions made in the classroom into the field placement experience.
- Use thoughtful consideration in assessing their personal strengths and determine realistic alternatives for change.

Course Outcome 2.

Identify and develop specific professional goals for field placement.

Learning Objectives 2.

- Understand the purpose of observation and incidents reports
- Analyze and apply the various recording tools to field placement situations.



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Course Outcome 3.

Develop strategies for seeking employment.

Learning Objectives 3.

- Analyze a job posting and develop a cover letter in response.
- Develop various job search strategies utilizing local employment agencies and/or government employment services.
- Complete a sample cover letter.
- Complete a thank you letter
- Identify different resume formats and their major components.
- Develop a working resume or update resume by the end of the semester

Course Outcome 4.

Develop experience and skills in employment interviewing.

Learning Objectives 4.

- 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.
- 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 to discuss one's challenges

Course Outcome 5.

Demonstrate appropriate and professional behaviour.



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Learning Objectives 5.

- Conversations and language are appropriate to the discussion.
- Confidentiality is maintained.
- Respect for others is demonstrated

Date:

Wednesday, September 6, 2017

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