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## CAAW 0637: Practicum 1

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### EFFECTIVE DATE

September 2017

### DEPARTMENT

Community & Career Education

### DESCRIPTION

This three-week practicum provides students with the opportunity to work hands-on in a job matched to their aptitudes, abilities, and interests, and to practice generic work habits. This course is part of the Career Awareness program.

### CREDITS

3.0

### YEAR OF STUDY

ABE Fundamental Literacy(Grade8&below)

### PREREQUISITES

Admission to the Career Awareness Program

### COREQUISITES

None

### COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- participate in an interview prior to placement
- demonstrate punctuality and adhere to assigned work schedule
- follow workplace rules and regulations
- conduct her/himself professionally and ethically
- apply WorkSafe BC principles
- recognize effective communication skills
- identify personal strategies to promote success in skill acquisition and training (ie, use checklist, take notes, request demonstration of instructions)
- describe positive employee behaviors
- follow instructions and seek assistance from coworkers/supervisors as needed.

- identify industry standards and production expectations
- perform duties with limited direct supervision while developing an employable skill
- evaluate compatibility to type of work performed on practicum

## PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

## HOURS

Practicum: 90

Other: 90

## INSTRUCTIONAL STRATEGIES

Experiential hands on learning Verbal and demonstrated skills training by supervisor/co workers/VCC faculty

## GRADING SYSTEM

Satisfactory/Unsatisfactory

## PASSING GRADE

S- Satisfactory=70%

## EVALUATION PLAN

Type	Percentage	Assessment activity
Practicum	100	observation of demonstrated skills checklist Employer, Instructor, Student Self Reflection

## COURSE TOPICS

- Attendance and punctuality
- Work schedules
- Workplace rules and regulations
- WorkSafe BC principals and site safety orientation
- Effective communication skills
- Asking for assistance
- Strategies for success in skill acquisition (ie.taking notes, using a checklist, asking for demonstration of instructions)
- Industry standards and production expectations
- Strengths and interests
- Taking the initiative
- Following instructions

- Accepting feedback
- Working with limited direct supervision

## LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:  
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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