



CAAW 0638: Practicum 2

EFFECTIVE DATE

September 2017

DEPARTMENT

Community & Career Education

DESCRIPTION

This practicum is up to four weeks in length, and allows students to build upon prior skill development and essential workplace competencies. This course is part of the Career Awareness program.

CREDITS

4.0

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
- transfer and apply previously learned workplace skills
- conduct her/himself professionally and ethically
- apply effective communication skills
- follow workplace rules and regulations
- apply WorkSafe BC principles
- demonstrate positive personal strategies to promote success in skill acquisition and training (ie,use checklist, take notes, request demonstration of instructions)
- follow 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: 120

Other: 120

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

- Interview skills

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>.

Broadway campus

1155 East Broadway
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Downtown campus

250 West Pender Street
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Annacis Island campus

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Generated at: 6:44 am on Jan. 20, 2021