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## CAAW 0639: Practicum 3

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### EFFECTIVE DATE

September 2017

### DEPARTMENT

Community & Career Education

### DESCRIPTION

This five week practicum provides students with the opportunity to consolidate the career exploration and skill training completed in prior practicum placements. This course is part of the Career Awareness program.

### CREDITS

5.0

### YEAR OF STUDY

ABE Fundamental Literacy(Grade8&below)

### PREREQUISITES

Admission to Career Awareness Program

### COREQUISITES

None

### COURSE LEARNING OUTCOMES

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

- attend an interview prior to placement
- apply and transfer previously learned work skills
- demonstrate punctuality and adhere to assigned work schedule
- follow workplace rules and regulations
- apply WorkSafe BC principles
- conduct her/himself professionally and ethically
- demonstrate effective communication skills
- 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
- follow instructions and seek assistance from coworkers/supervisors as needed

- perform duties with limited direct supervision while developing an employable skill
- assess suitability to type of jobs performed on practicums and identify a career plan

## PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

## HOURS

Practicum: 150

Other: 150

## 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
- Strategies for success in skill acquisition (ie. taking notes, using a checklist, asking for demonstration of instructions)
- Industry standards and production expectations
- Taking the initiative
- 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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### Broadway campus

1155 East Broadway  
Vancouver, B.C. Canada  
V5T 4V5

### Downtown campus

250 West Pender Street  
Vancouver, B.C. Canada  
V6B 1S9

### Annacis Island campus

1608 Cliveden Avenue  
Delta, B.C. Canada  
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