



CAPILANO UNIVERSITY
COURSE OUTLINE

TERM: Fall 2015	COURSE NO.: EEA 003
INSTRUCTOR:	COURSE NAME: Employability Skills
OFFICE:	SECTION NO:
TELEPHONE: 604.986.1911	CREDITS: 4.5

COURSE FORMAT: Three hours of class time per week over 30 weeks plus an additional 4th hour of activities.

PREREQUISITES: None.

COURSE OBJECTIVES:

The focus of this core course is to provide opportunities for the students to learn about workplace expectations, to develop their work search skills, and to demonstrate interview skills with confidence. Students will develop their job search plan that addresses their employment goals. Note: Those students going on to further education will use skills taught in this course to focus on success in educational environments and in future work search.

Activities: The course will provide online job search research activities, document preparation, lecture and worksheets, video screening, role playing skill practice and real life interviews with employers.

LEARNING OUTCOMES: Upon completion of the course the students will:

- Identify work sectors of interest and explore relevant labor market information for each sector
- Identify and explain transferable skills
- Set up and conduct an information interview with employer in job sector of interest
- Demonstrate job interview skills
- Understand workplace safety rules, labour relations guidelines, workplace expectations
- Develop employment goals and a job search plan

REQUIRED TEXTS: Course pack will be provided by instructor

COURSE CONTENT:

	Content
1.	Application template completed/Expectations of entry level workers/ skills, qualities, past employment experiences
2.	Rights and responsibilities re: workplace safety/ WorkSafe BC guidelines
3.	BC Labor Relations guidelines
4.	Preparation for information interview assignment
5.	Information Interview assignment completed/ feedback
6.	Transferable skills / job skills analysis (3 jobs of interest)
7.	Review personal profile, strengths, challenges, learning style and potential accommodations
8.	Strategies for using social media for job search networking / work on personal plan for accommodations
9.	Pros and cons of disclosure in a job interview/ preparation for disclosure and requesting accommodations in education and/or employment settings
10.	Personal accommodations plan assignment working session
11.	Presentation of Personal Accommodations Plan assignment
12.	Introduction of Job Interview assignment expectations/prepare answers to typical questions
13.	Cover letter and resume preparation for specific positions
14.	Job interview assignment presentation
15.	Tour of employment site
16.	Networking as a job search strategy / Job Search Plan assignment
17.	Supported individual work on Job Search Plan assignment
18.	Group work/peer feedback for Job Search Plan assignment
19.	Finalize Job Search Plan/set up related interviews in the community/send thank you emails to work experience employers
20.	Present Job Search Plan to cohort
21.	Present Job Search Plan to cohort
22.	Final one to one meeting with instructor to finalize assignment completion and evaluation
23.	Final one to one meeting with instructor to finalize assignment completion and evaluation

GRADING PROFILE:

Credit or No Credit.

To achieve credit for this course, students are expected to submit *all* required assignments and must receive a pass on 80% of their assignments.

EVALUATION PROFILE:

25%	Job Search Plan Assignment
20%	Personal Accommodation Assignment
15%	Information Interview assignment
20 %	Job interview assignment
10%	4 th Hour Activity
<u>10%</u>	Participation
100%	Total

SUPPLEMENTAL 4TH HOUR ACTIVITY:

Activities might include: a scheduled tutorial, an on-line activity module, a group meeting or activities related to test preparation, document and assignment preparation, informational interview, job interview, guided by instructor.

OPERATIONAL DETAILS:

Departmental Policies: The AWE Department has policies addressing Student Behaviour Expectations. All students sign a General Behaviour Expectation Agreement at the start of the program. This agreement clearly defines how to meet the outcomes and the appropriate consequences if these outcomes are not met. This department policy is aligned with University-wide policies.

University Policies: Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the university website.

Participation: Students are encouraged to demonstrate a professional attitude and behavior toward their classroom work, their classmates and their instructors. Reliability, respect for and co-operation with peers will be monitored in the classroom.

Attendance: Regular attendance is required. If absent or late, students are expected to call their instructors before class starts. For every unexcused class students will lose one point off their attendance mark. It is the student's responsibility to find out what was missed and complete any work by the next class.

Missed Exams: No formalized exams.

- Late Assignments:*** Due dates for papers and assignments will be announced in class. All papers and assignments must be submitted directly to the instructor at the beginning of the class. Late papers will be discussed, may require a meeting and will be reflected in the evaluation mark.
- Cheating/Plagiarism:*** The AWE department adheres to the definition of cheating and plagiarism found in the Study Policy Handbook which will be reviewed in class with all students.
- Incomplete Grades:*** No grades of “I” will be given in this course.
- Confidentiality:*** The AWE Department adheres to professional standard of ethics and confidentiality. Personal information is shared with an instructor will not be shared with anyone outside the department without consent. However, there are a few exceptional circumstances in which an instructor may be required by law to disclose information.
- Cell Phones:*** Cell phones must be silenced **before** class begins and may not be used again, without permission, until **after** student has left the classroom.
- Emergency Procedures:*** Please read the emergency procedures posted on the wall of the classroom.