



**CAPILANO**  
UNIVERSITY  
**CAPILANO UNIVERSITY**  
**COURSE OUTLINE**

<b>TERM: Fall 2015</b>	<b>COURSE NO.: EEA 001</b>
<b>INSTRUCTOR:</b>	<b>COURSE NAME: Assessment</b>
<b>OFFICE: BR</b> Local	<b>SECTION NO:</b>
	<b>CREDITS: 3</b>
<b>TELEPHONE: 604.986.1911</b>	

**COURSE FORMAT:** Three hours of class time per week plus an additional hour delivered in a 15 week semester.

**PREREQUISITES:** None.

**COURSE OBJECTIVES:**

This course will engage students in a variety of suitable vocational assessments including aptitude, interest, values and personality inventories, as well as practical assessments, leading to the determination of educational and employment goals. Information generated from the assessments will be further explored to deepen self-awareness and understanding. With support, students will be able to identify specific occupational directions for work experience direction. Throughout this course, students will further explore their potential accommodations and develop their advocacy skills.

Activities: Vocational assessments will be administered with students from a qualified career practitioner, including but not limited to the Strong Interest Inventory, Career Interest Inventory, Jackson Vocational, Work Personality Index, Career Values, Five-Factor Personality Questionnaire, Aptitude, Essential Skills, Functional Skills and Choices Assessments.

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

- Increase awareness of interests and goals
- Enhance self-knowledge and vocational decision-making abilities
- Obtain information from psychometric assessments that enables self-disclosure and advocacy
- Increase knowledge of functional skills derived from a practical hands-on assessment in the classroom and the community
- Identify realistic employment outcomes that result in specific goal setting which may include educational goals
- Generate an assessment report that includes employment and educational plans

**REQUIRED TEXTS:** Course pack will be provided by Instructor.

**COURSE CONTENT:**

<b>Week</b>	<b>Content</b>
1	Overview of the course/understand the nature of vocational assessments, their use and how they can help in workplace and educational goal setting
2	Introduction to interests/completion of interest assessments/discussion of results and implications
3	Introduction to values/completion of values assessments/discussion of results and implications
4	Introduction to personality assessments/completion of personality assessments/discussion of results and implications
5	Communications Skills Inventory/discussion of results and implications/application of communication strategies
6	Self-advocacy related to assessment results
7	Aptitude assessment/discussion of results and implications
8	Hands-on functional assessment of work skills
9	Choices assessments/understanding the results
10	Literacy and Essential Skills assessments/goals setting for skills enhancement
11	Review, analysis and visual graphing of results
12	Individual goal setting/creation of educational and work place goals based on assessment results
13	Collecting, planning and writing self-generated assessment report
14	Finalizing self-generated assessment report
15	Oral presentations related to assessment results

**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:**

10%	Attendance
30%	Completion of all vocational assessments
10%	Oral presentation
20%	4 <sup>th</sup> hour activities
<u>30%</u>	Completion of self-generated assessment report
100%	Total

**SUPPLEMENTAL 4<sup>TH</sup> HOUR ACTIVITY:**

Activities might include: a scheduled tutorial, an activity related to further integration of assessment results, a group meeting or some other activity as planned by your 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 instructor before class starts. For every unexcused class, students will lose one point off of their attendance mark. If a class is missed, it is the student's responsibility to find out what work has been missed and complete 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 or graded assignments will be penalized 5% per day for up to one week late. After one week, late assignments or papers will be accepted only under exceptional circumstances.
- 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 standards of ethics and confidentiality. Personal information that 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.