

COURSE OUTLINE		
<b>TERM:</b> Summer 2022	<b>COURSE NO:</b> CECP 031	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE:</b> Community Education and Career Planning Intermediate	
<b>OFFICE:</b> LOCAL: <b>E-MAIL:</b> @capilanou.ca	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 1.0
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

#### **COURSE FORMAT**

Three instructional hours per week in class and online using eLearn. Paced (15 weeks) or self-paced. Students may complete this course in less or more than 15 weeks in the self-paced mode of delivery.

**COURSE PREREQUISITES/CO-REQUISITES** – BENG 031 or equivalent

#### **CALENDAR DESCRIPTION**

The goal of Career Planning is to enhance the life and employment readiness skills of adult learners. Students will be prepared to pursue occupational and educational goals in a changing and diverse world. The topics include career exploration, communication skills, personal awareness, living skills, job search, interpersonal skills, and career management. Course content includes opportunities to move towards Reconciliation.

#### **COURSE NOTE**

English as an additional language students will be referred to the EAP department for a language proficiency assessment.

#### **REQUIRED TEXTS AND/OR RESOURCES**

Multiple local and community resources will be used throughout the course.

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eLearn

#### **COURSE STUDENT LEARNING OUTCOMES**

##### **Mandatory Skills**

##### **1. Communication Skills**

Students will:

- Identify and practice active listening skills in a variety of situations

- Demonstrate knowledge of the range of effective speaking strategies
- Extract, assess and exchange information using visual and electronic media
- Recognize diverse cultural styles of communication
- Identify and interpret non-verbal communication
- Develop and apply effective writing processes in a variety of contexts
- Develop self-awareness of personal qualities, values, interests and abilities
- Apply critical thinking skills

## **2. Education and Career Exploration Skills.**

Students will:

- Analyze current labour market and future trends
- Investigate and develop a personal network
- Undertake occupational and educational research
- Identify available funding supports
- Apply personal values, strengths, skills and interests to optional career paths
- Recognize entrepreneurial options
- Investigate and utilize work-related community resources
- Familiarize themselves with student support services
- Use a fluid process of goal setting for educational and career planning

### **Additional Skills (complete 5 of 7):**

## **3. Study Skills.**

Students will:

- Recognize how personal learning styles affects perception and processing information
- Develop strategies to effectively work in all learning styles
- Identify and practice active reading skills necessary to gather information
- Develop and apply effective note-taking strategies
- Identify strategies for effective time management
- Identify and use a variety of memory techniques and strategies
- Perform tasks in work processing
- Describe student responsibilities in a college environment
- Increase their understanding of the value of life long learning
- Develop and apply effective test taking strategies

## **4. Personal Awareness Skills.**

Students will:

- Recognize that self-esteem is a life long process
- Recognize personal feelings and their influence
- Employ strategies to deal with anger
- Assess and manage stress
- Analyze and utilize time management strategies

- Explore and connect personal assumptions with behavior
- Clarify personal values and their impact on choices
- Create awareness of the spiritual, physical, intellectual and emotional dimensions of self

## **5. Interpersonal Skills.**

Students will:

- Research and practice ways to promote Reconciliation
- Examine group process and practice the skills necessary for successful group experiences
- Review problem solving models and develop group decision making strategies
- Research and use the various methods of conflict resolution and demonstrate their use
- Clarify the definition of assertiveness and implement successful techniques
- Analyze the reasons for bias and develop the ability to recognize it in everyday situations
- Identify issues around all forms of prejudice and practice non-discriminatory interpersonal skills
- Investigate the various types of relationships and interaction they have with others
- Identify methods of developing positive relationships, including effective communication techniques
- Examine the diversity of relationships and cultures in Canadian society

## **6. Living Skills.**

Students will:

- Design and implement a personal budget
- Formulate financial planning for the future
- Investigate nutrition and impact on personal health
- Assess personal wellness
- Investigate and utilize community resources
- Strengthen personal support system and advocacy options
- Examine the impact of lifestyle choices
- Explore techniques for being an effective consumer

## **7. Job Search.**

Students will:

- Identify and plan the major steps of the job search process
- Develop effective interview strategies
- Develop and maintain job search networks
- Create effective resume and cover letter

## **8. Work/Training Experience.**

Students will:

- Gain exposure to a work or training situation
- Demonstrate appropriate work habits
- Gather information about vocational choices
- Demonstrate interpersonal skills with co workers and supervisors

- Identify work adjustment needs and strategies for success
- Explore and/or participate in required industry training certificates

### 9. Career Management.

Students will:

- Examine labour/union negotiation and human rights
- Review Labour Standards Act
- Investigate entrepreneurial options
- Develop strategies preparing for career transition
- Develop strategies and attitudes to maintain employment
- Identify workplace ethics

## COURSE CONTENT

Suggested hours (approx.)	Module
6-10	Getting familiar: <ul style="list-style-type: none"> <li>• review the course and resources</li> <li>• introduce yourself in the forum</li> </ul> Create files to organize assignments Set up study work environment Fill in course schedule goal dates
16 - 24	Module 1 Education and Career Exploration Skills
16 - 24	Module 2 Communication
14 - 18	Module 3 Personal Awareness
14 - 18	Module 4 Living Skills
14 - 20	Module 5 Job Search
14 - 20	Module 6 Interpersonal Skills (including skills that promote Reconciliation)
16 - 22	Module 7 Career Management

**EVALUATION PROFILE**

Participation*	10%
Learning Skills Application Assignments (No individual assignment will be worth more than 35%)	45%
Personal Skills Reflection Assignments	25%
Learning Skills Exam	10%
Final Project	10%
Total	100%

\*The grade for the participation component of this course is based on attendance and engagement with the course content in the class and online. This includes relevant student comments, questions and observations.

**Assessment Activities**

Assessment activities will include self-assessments, skills assignments, group assignments, and personal reflection of assessments and assignments for education and career planning. 10% of your grade will go to Attendance and Participation. 10% of your grade will be based results of examination of skills learned throughout the course. Another 10% of your grade will result from your final project (cover letter and resume/ a clear education plan – including a plan for admissions, financing, and support).

**GRADING PROFILE**

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

**Incomplete Grades**

Grades of Incomplete “I” are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

**Late Assignments**

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

**Missed Exams/Quizzes/Labs etc.**

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

**Attendance**

Students are expected to attend all classes and associated activities.

**English Usage**

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

Students may use electronic devices during class for note-taking and online course work only.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilano.ca/student-life/>

**Capilano University Security: download the CapU Mobile Safety App****Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilano.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source;

misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.