



COURSE OUTLINE

TERM: Spring 2012	COURSE NO.: GATE 100
INSTRUCTORS:	COURSE NAME: Gateways: Career Planning & Labour Market Research
OFFICE:	SECTION NO: CREDITS: 1.5
UNIVERSITY TEL:	OFFICE HOURS:

COURSE FORMAT: 42 hours over the duration of the program

PREREQUISITE: None

VISION STATEMENT: To assist clients with the development of personal skills, attitudes and values that will provide the tools and inspiration for long-term career and lifestyle management success.

COURSE OBJECTIVES: This course will develop and enhance skills, attitudes and tools related to career planning and securing/maintaining employment.

LEARNING OUTCOMES: As a result of successful completion of assignments and presentations students will be able to:

- Develop a career action plan
- Conduct labour market and career (work opportunity) research
- Develop applications and resumes for work opportunities, present themselves for interview and demonstrate the attitudes and skills conducive to workplace success
- Utilize computer and inter-net technology for the development of career related written materials and the accessing of pertinent on-line information.
- Know what local community resources are available to assist them with work search plans.
- Know how to use the NOC Classification of work and be aware of other written resources necessary to complete career research (e.g. Work Futures, College and other Educational Institute Calendars)

REQUIRED MATERIALS: Handouts provided by the instructor including:

- Shakedown: How the New Economy is Changing our Lives
- Help Wanted: Projections of Canada's Labour Force over the next Four Decades
- What BC Employers are Looking For
- Interview Preparation Worksheet
- Networking

COURSE CONTENT:

Session	CONTENT	READINGS
1	Career decision-maker Internet Resources NOC/Work Futures and other written resources	Career Decision Maker Internet sites
2	Labour Market Information - The new economy – what does it look like?	Help Wanted Shakedown
3	Portfolio Development	What employers are looking for.
4	Occupational research. Resources available through Capilano University. Developing work experience options.	Information Gathering Interview
5	Effective job search techniques	Networking
6	Skills inventory	Transferrable Skills Survey
7	Resumes	Guide to resume writing. Resumes going beyond the basics
8	Resumes	Take this resume and file
9	Completing Job Application Forms	
10	Cover letters, name cards, list of references, the role of reference letters.	Cover letters help you get the work you want.
11	Job interview preparation – before, during, after Personal appearance	Interview Preparation Sheet Interview Anxiety Put your best foot forward not your mouth
12	Portfolio Presentations	
13	Post work placement – discussion – the experience	
14	Keeping work search tools up to date	

EVALUATION PROFILE:

Resume	25%
Cover Letter.....	15%
References	10%
Portfolio.....	25%
Career Options.....	5%
Name Card.....	(optional)
Attendance.....	10%
Class Participation.....	10%
	100%

GRADING PROFILE: Credit/No Credit

ASSIGNMENTS: All assignments must be handed in on the due date. Hand written is acceptable. All assignments must be completed to receive course credit.

Details:

- Assignment 1 Resume, Submit 2 drafts, and one final copy that is error free and work ready.
- Assignment 2 Cover Letter – identify a work opportunity and complete an effective cover letter.
- Assignment 3: References – List a minimum of 3 references: previous employers, personal, educational – all references must be contacted to ensure that they are current, positive and will act as references.
- Assignment 4 Portfolio – Create a personalized work portfolio with resume and references, and may include certificates, school transcripts, work samples, evaluations
- Assignment 5 Career Options: Identify a career goal, complete research in terms of career training or skills required, educational institute(s) where training can be taken, or experience required and a career/work entry strategy.
- Assignment 6 Optional: Create a name card for networking/marketing.

OPERATIONAL DETAILS:

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.

Please pay particular attention to the **Academic Policies and Procedures**.

Emergency Procedures: These procedures are posted in every classroom for your reference.

Participation: Participation means regular attendance and good preparation demonstrated in class discussions. This mark is based on both the frequency and quality of the student's comments, questions, observations, and involvement, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight and clarity of remarks. Not attending, or being late to class and from breaks, will impact the overall participation grade.

Attendance: Regular attendance is essential. If a student misses a class due to extenuating circumstances, they are still responsible for the material covered during their absence, including announcements, assigned readings and hand-outs. Make up work may be assigned by the instructor. It is the student's responsibility to arrange this with the instructor. Students who miss more than 20% of the course are at risk of not receiving credit and may also not be allowed to participate in the work practicum or field trips.

<i>Missed Exams:</i>	Call your instructor if you cannot come to class. No exam in this course
<i>Late Assignments:</i>	Will not be accepted unless prior arrangements are made with the instructor. No assignments will be accepted if more than five days late. The instructor may deduct up to 10% per day for late assignments
<i>Cheating/Plagiarism:</i>	All forms of cheating, including plagiarism, are serious offences. The instructor has a right to assign a “0” on the assignment or a letter grade of No Credit on the course. A second offence in any course may result in expulsion from the program.
<i>Incomplete Grades:</i>	N/A
<i>English Usage:</i>	All assignments are marked for correct English usage, proofreading and formatting.
<i>Professional Behaviour:</i>	Students will be expected to demonstrate a professional positive attitude and behaviour toward work, fellow students and their instructor. Each student should have reliability, respect for and cooperation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first class work while meeting deadlines is necessary in this course. Students should have respect for equipment and systems, and constructive response to criticism.
<i>Cell Phones:</i>	Cell phones must be turned off before entering the classroom and may not be turned on again until after you have left the classroom, except in emergency situations by prior arrangement with the instructor.
<i>Certificate of Completion:</i>	In order to receive a Certificate of Completion the student must achieve a minimum of 10 credits in the Gateways program.