



## ESEP-004 – Occupational Skills and Work Experience

### College Preparation and Upgrading

**Effective Term & Year:** Fall 2022

**Course Outline Review Date:** 2027-03-01

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**Program Area:** Upgrading for Academic and Career Entry

#### **Description:**

This course provides students with in-class experiential instruction combined with practical work experience. Students are supported in job shadowing situations and /or actual work placement assignments. Since this course has a work experience component, the jobs students participate in will vary depending on availability and location. The classroom component of the course may touch on jobs such as kitchen help, ground maintenance, janitorial, retail, information technology, and clerical. As well, students will apply appropriate interview strategies in an authentic workplace interview, use suitable workplace communication and attire, and apply effective workplace safety procedures.

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#### **Program Information:**

This course is required to complete the Education and Skills for Employment Program.

**Delivery Methods:** On-campus (Face-to-Face), Practicum

**Credit Type:** ABE Credits

**Credits:** 0

#### **Instructional Activity and Hours:**

<b>Activity</b>	<b>Hours</b>
Classroom, Directed Studies or Online Instruction	50
Seminar/Tutorials	

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Laboratory/Studio	
Practicum/Field Experience	up to 120
Co-op/Work Experience	
Other	
<b>Total</b>	<b>170</b>

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**Course Requisites:**

None

**Flexible Assessment:** No**Course Transfer Credit:**

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

**Textbook Resources:**

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Instructor Handouts

*Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.*

**Learning Outcomes:**

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

- demonstrate initiative, dependability, and reliability on the job;

- demonstrate positive workplace values;
- follow directions and instructions, written and verbal;
- demonstrate organizational skills ( use planning tools, follow schedules, maintain punctuality and attendance);
- employ appropriate conversational skills with fellow students, coworkers, and employers;
- ask for assistance when on the job;
- ask relevant questions to employers;
- identify and demonstrate safe work practices as per WORKSAFE BC guidelines;
- participate in work site training orientation;
- complete work experience assignments;
- plan and complete tasks as per instructions;
- demonstrate skills learned on the worksite; and
- perform occupational tasks.

**Course Topics:**

Will vary depending on the students’ work placements.

*See instructor syllabus for the detailed outline of weekly readings, activities and assignments.*

**Evaluation and Assessments**

**Assessment Type: On-Campus (face-to-face)**

Assessment Type	% of Total Grade
Student’s Self- Evaluations	10%
Work Experience Evaluations from Employers	70%
Assignments	20%
Total	100%

**Grade Scheme**

COM	NCG
Completed to the minimum defined standard	No credit granted – less than minimum defined standard

**Pass requirements:** None

**Evaluation Notes:** Students are required to achieve a minimum of 75% to achieve a grade of COM

**Exam Attendance:**

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

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### **Academic Policies:**

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
  - Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
  - Policy 2.5.8 Academic Performance
  - Policy 2.5.3 Grade Appeal
  - Policy 2.4.9 Student Concerns Re Faculty
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### **Equivalent Course(s) and Course Code Changes**

Prior Course Code: TEP 004

Date changed: November 2016

### **Course Changes:**

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.