



CURRICULUM GUIDELINES

A. Division: Educational Services
B. Department / Student Development
 Program Area

Date:
 New Course Revision
 If Revision, Section(s)
 Revised
 Date Last Revised:

C:

ption:

The student will undergo a two week unpaid work practicum in a warehouse or distribution center to gain valuable on site practical experience, and to put into practice the theories learned throughout the course. The student may choose their site but will be expected to work in a warehouse type setting and demonstrate that he/she is fully prepared to join the workforce.

Allocation of Contact Hours to Type of Instruction
 / Learning Settings

Primary Methods of Instructional Delivery and/or
 Learning Settings:

100% on site

Number of Contact Hours: (per week / semester
 for each descriptor)

70-90 Depending on disabling condition

Number of Weeks per Semester:
 Fifteen

K: Maximum Class Size:
 Sixteen

L: PLEASE

College Credit Non-Transfer
 College Credit Transfer:

Requested Granted

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

M: Course Objectives / Learning Outcomes
 The student will spend three weeks in a work setting

N:	<p>Course Content:</p> <p>On-site work experience in which the student will be evaluated by college staff and site staff on their ability to function efficiently and effectively in this work environment. College staff and site supervisors will evaluate the student on reliability, safety, adequate production, and ability to develop new skills and teamwork.</p>
O:	<p>Methods of Instruction</p> <p>Supervision and mentoring by designated staff at the sponsoring site. Regular visits as required by college staff to liaise with site supervisor and student.</p>
P:	<p>Textbooks and Materials to be Purchased by Students</p> <p>Nil Topic relevant material will be provided in handout form throughout the course.</p>
Q:	<p>Means of Assessment</p> <p>At least once per week meetings with student, designated site supervisor, and Douglas College staff to evaluate the progress of the student.</p> <p>Designated site supervisor to complete once per week an evaluation form from Douglas College to include such things as reliability, efficiency, safety, ability to take feedback, and teamwork.</p>
R:	<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>N/A</p>

 Course Designer(s)

 Education Council / Curriculum Committee Representative

 Dean / Director

 Registrar