

PROFESSIONAL PORTFOLIO DEVELOPMENT

Course Outline

Course Number: GNED33

2013 Winter

Sir Sandford Fleming College

Program: Motive Power Techniques-Heavy Equipment

School of General Arts & Sciences

Course Format: In Person

Hours: 45

Faculty: Joseph Mior Office: 221

Office Hours: As posted

Availability: By posted office hours

Email: jmior@flemingc.on.ca

Faculty: Margaret Dickson Office: 171

Office Hours: As posted

Availability: By email

Email: mdickson@flemingc.on.ca

Coordinator: Dennis Vanderspek Office: 572

Email: devander@flemingc.on.ca

Dean: Ann Drennan Office: 5923

Email: adrennan@flemingc.on.ca

Additional Comments:

PLEASE BE AWARE THAT THIS COURSE OUTLINE IS PROVIDED FOR HET AND EPG STUDENTS.

OAS STUDENTS MUST REFER TO COURSE OUTLINE PROVIDED BY THEIR FACULTY:
Joe Mior Office 221

Faculty Note: Marg Dickson - HET and EPG Students

Office: main building - Room 171. Extension 3703.

On campus: Monday only, unless by email appointment.

mdickson@flemingc.on.ca

Course Description:

Get the Work You Want! This course will assist post-secondary students to locate and win positions they want in the workplace. The use and development of a professional portfolio will be emphasized. Through career analysis self-assessment, goal setting, and portfolio development participants will improve their ability to link their skills and knowledge to appropriate career positions. The basics of job searching will be enhanced with sessions on electronic resume posting, web site searches, and online job links. Participants will complete this course with the foundation of a professional portfolio and the knowledge to find the work they want.

Prerequisites: None.

Corequisites: None.

This course contributes to the following learning outcomes or essential knowledge and skills required by learners as defined by Ministry of Training, Colleges and Universities program standards, employers, industry and professional organizations.

Vocational Outcomes

Core Competencies and Essential Employability Skills

The student has reliably demonstrated the ability to:

1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience
2. Analyze, evaluate, and apply relevant information to solve problems and make effective decisions
3. Create novel ideas/practices to enhance personal/professional success; adapt current ideas/practices in response to emerging needs.
4. Locate, select, organize, and document information using appropriate technology and information systems; use educational, presentation and information technologies to learn, collaborate, and communicate.
5. Establish and maintain positive relationships in ways that contribute to the achievement of goals.
6. Manage oneself and one's resources to achieve goals

General Education Themes:

Personal Development: gain greater self-awareness, intellectual growth, well-being, and understanding of others

Work and the Economy: understand the meaning, history, and organization of work; and working life challenges to the individual and society

Aim:

To enable students to understand and develop their personal strengths in relation to the workplace, so they can use appropriate skills and materials to seek and obtain employment in their field of training.

Learning Outcomes:

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

1. Conduct a personal skills inventory and create a career goal statement.
2. Prepare an effective resume.
3. Prepare effective letters of application/thanks.
4. Interview and be interviewed for employment.
5. Develop and use appropriately, a basic career portfolio.
6. Recognize and appreciate the value of working in teams.
7. Identify and correct grammatical errors.
8. Prepare effective and relevant job search documents.
9. Analyze and respond accordingly to given workplace scenarios.
10. Conduct research on-line and off, and prepare reports about and for employers.

Additional Learning Outcomes Comments:

Learning Sequence:

Wks/Hrs Units	Topics, Resources, Learning Activities	Learning Outcomes	Assessment
Unit 1 January 7	Course Overview Draft Resume- prepared Print credits purchased	1,2,7,8	
Unit 2 January 14	Portfolios: Purpose and contents Skills Assessment Assignment Lab: Introductory email, Draft Resume, Print credits, WebCT	1,2,3,4,5,7,8	Draft Resume Introductory email
Unit 3 January 21	Employability/transferable skills Advertisement analysis Lab: Draft 2 Resume, References Format, Advertisement matching	1,2,3,4,6,7,8,10	Personal Assessment
Unit 4 January 28	Portfolio Design & Development E-portfolios/ Social Media Employability Skills Assignment Lab: Letters- format, LinkedIn	3,4,5,6,7,8,9,10	Draft 2 Resume
Unit 5 February 4	Portfolio Use in Interviews Interviews format & Assignment Lab: Final Resume/Portfolio Design	3,4,5,6,7,8,9,10	Final Resume Employability skills
Unit 6 February 11	Interview Process - Q&A Assignment Lab: Final Letter and References	1,2,3,4,5,6,7,8,9	Cover letter
Unit 7 February 18 FAMILY DAY	WebCT - Industry Research Assignment	1,2,3,4,5,6,7,8,9	Q&A Assignment
Unit 8 February 25	INDEPENDENT LEARNING WEEK Prepare Portfolio for on-campus Employer Interviews		
Unit 9 March 4	Interview Expectations Portfolio Submission with Final References Cover Letter revisions A-Team meetings & B-Team meetings	2,3,4,5,8,9	Portfolio with References
Unit 10 March 11	A-Team Interviews using Portfolio	4,5,6,	Peer Interview
Unit 11 March 18	B-Team Interviews using Portfolio EMPLOYERS ON CAMPUS - INTERVIEWS FRIDAY THIS WEEK	3,4,5,9	Peer Interview FORMAL INTERVIEWS
Unit 12 March 25	Professionalism in the Workplace Debrief of Interviews Letters accepting or declining Job Search - Document Review	9,10	
Unit 13 April 1	Letters Accepting/Declining Employer Research Assignment	2,3,4,5,8,9,10	

	Job Search - Document review		
Unit 14 April 8	Research Assignment - submission Job Search - Document review	2,3,4,5,8,9,10	Industry/ employer Research
Unit 15 April 15	Exams		

Learning Sequence Additional Comments:

Given the tight timelines for this course, students should expect new assignments weekly. Ample time has been allotted for most to be completed in class; however, some assignments may need to be completed out of class.

Learning Resources:

A 'Document Saver' with at least 10 transparent pages OR
a 1/2 inch hard-cover binder with 10 transparent page holders

NOTE: No other submission format will be evaluated.

Assessment Plan:

Item/Date:	Percent:	Description:
Units 1,2,3&5	20	Resume - Revised First Draft & 2nd Draft and Introductory email (10%) Resume final, error free, computer ready at Fleming College (10%)
Units 2,3,4&5	20	Personal Skills Assessment:(a) Personal Inventory (b) Employability Skills - each 10%
Units 2,3,4,5,6&9	15	Portfolio with required documentation and three complete References: ready for use at the interview
Units 3,4,6&9	10	Application Letter - with supporting analysis of an included advertisement
Units 7,12,13& 14	10	Industry/Employer Research using Memo format
Units 5,6,9&10 or 11	25	Interview with Peers using a team process as outlined and submitting appropriate supporting materials (includes 10% Q&A assignment)

Additional Assessment Comments:

A student must obtain a total mark of 50% or more to successfully complete this course.

Acceptance of late assignments, whatever the reason, will be dealt with by the instructor and require prior notification.

The course faculty person will be available to students not only to grade assignments, but also as a resource person should they have any questions or concerns.

Prior Learning Assessment and Recognition:

PLAR uses tools to help learners reflect on, identify, articulate and demonstrate past learning which has been acquired through study, work and other life experiences and which is not recognized through formal transfer of credit mechanisms.

PLAR Assessment Options:

These include authentic assessment activities designed by faculty. Learners may also be encouraged and supported to design an individual documentation package that would meet the learning requirements of the course.

PLAR options and contact for this course:

Registrar's Office

Exemptions contact for this course:

Co-ordinator - Dennis Vanderspek, Office 572, Brealey Campus

Academic Responsibilities:

Mutually, faculty and learners will support and adhere to college Academic Regulations and Student Rights and Responsibilities. In addition, the following guidelines have been developed to support the learning process.

LATE POLICY

You must submit/present all written/oral assignments on their assigned dates unless you make specific arrangements in writing/voice mail/E-mail with your professor prior to the due date in question. In the case of an emergency, make arrangements (in writing, if necessary) immediately upon your return.

Your professor will make special arrangements for valid reasons only and your professor may require documentation of your absence. Other extenuating circumstances will be discussed on an individual basis.

It is important to submit assignments and projects at the specified time and location.

Whatever the reason, missed evaluations and due dates for assignments, including those missed due to illness and extenuating circumstances, will be dealt with by your Professor.

A penalty of 10% per day, including weekends, will be applied to an assignment not submitted by the original or extended due date. An assignment more than three days late will receive a grade of zero ("0").

ACADEMIC INTEGRITY

The College views very seriously any form of academic dishonesty, such as plagiarism, submission of work for which credit has already been received; cheating, impersonation; falsification or fabrication of data; the acquisition of confidential materials, e.g., examination papers; misrepresentation of facts; altering transcripts or other official documents.

Breaches of academic integrity will be dealt with accordingly and shall be reported by the Professor, in writing, to the Registrar. If the Registrar discovers that the student has already been penalized for plagiarism, he/she shall recommend the appropriate penalty to the Dean/Principal of the appropriate School:

The professor will:

1st offence at the College

- assign a mark of 0 for the evaluated activity

2nd offence at the College

- a mark of 0 for the course in which the second offence at Fleming occurred

3rd offence at the College

- suspension from the College for a year

4th offence at the College

- permanent expulsion from the College

PLAGIARISM

In essence, plagiarism is the submission for credit of work taken without due documentation from an existing source. One form of plagiarism involves direct incorporation, without proper credit, of phrases, passages of text, images, or data of any kind from an existing source. A second form involves using data or information without proper credit (even though the incorporated information is paraphrased or otherwise not in direct form).

A plagiarized assignment will receive a grade of zero.

The following site is recommended to review the mechanics of citing sources.

<http://www.dianahacker.com/resdoc/>

Know the course and college rules about plagiarism Section 6.6.0 of Fleming's Academic Regulations. Students are expected to work individually on assignments unless otherwise directed. Each student has the responsibility to support academic integrity.

LEARNING SUCCESS STRATEGIES

We encourage students who require learning accommodations to bring their accommodation requirements to the attention of your professor at the beginning of the semester so that we can better meet your needs.

ACADEMIC BEHAVIOUR

The student will conduct him/herself in a respectful, responsible fashion. Should the professor deem that the student is impeding the academic process, the right of exclusion from classroom or field activities may be exercised. Please refer to the Student Rights and Responsibilities document.