**Improving Our Practice Together**

**Intended Learning Experience**

Foundation and scope of current and projected career education programs and general education work experience. Students will develop a sample Career Education Internship Program using established coordination techniques and including selection and placement strategies, instructional procedures, youth leadership activities, organization and administration, and evaluation of cooperative occupational education.

**Tools Used**

* Connect
* Library Resources for Articles
* Career Education Resources
* Microsoft Office

**Workflow for Using the Tool(s) and Sharing It with Students**

This course is taught entirely in an on-line environment, utilizing Connect, and it is conducted as a hybrid independent study.

Everyone is required to start the course the first week of classes and finish it by the last week of classes. The course has been created to allow each student some flexibility within the week. However, each assignment has a specific due date. This course has been designed to cover 5 weeks with 2 assignments due each week.

**Support for Use**

* Information Technology Services
* Connect Support
  + On-line: connect.ubc.ca
  + Phone: 250 807 9611
  + Learning Commons Assistants (located in the Library)

**Example**

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**Tips**

* Set regular times that you will respond to student requests for clarification.
* Respond to all student assignments promptly, as each successive assignment builds on what was produced in the previous ones.
* Continually check to ensure that all links work.

**Emerging Questions / Ideas I have Gained**

* Incorporate the use of Video and Audio to provide a more personal approach to giving instructions and background information.

**Instructor**

Bill Latta

Undergraduate / Graduate Level

Title: “Coordination of Occupational Training Programs”

**Tags / Keywords**

Career Education; Occupational Training; Internships