

Items Approved by Education Council October 4, 2018

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Arts and Foundational Programs

LSIN 099 – 3 – 3

ASE Special Topics

New Course:

Rationale:

ASE is in the process of revising its programs and would like to be able to offer different training/skills acquisition courses from time to time.

Calendar description:

This course is designed to present different skills and training topics for students in an ASE program. With different topics, this course may be taken more than once.

Due to the variety of topics being offered under the title of the Special Topics Course students would be eligible to receive credit more than once for LSIN 099, but not for the same topic.

Prerequisites:

Acceptance into LSIN 099 upon recommendation of the ASE Department.

Course outline:

COURSE OUTLINE	
Program:	Adult Special Education
Course Title:	Special Topics – Retail Service Worker Course
Course Number:	LSIN 099
Length of Course:	4 hrs day, 2 months MWF = 180 hours
Prerequisites:	Acceptance into LSIN 099 upon recommendation of the ASE Department.
COURSE DESCRIPTION	
This course will introduce students to practical instruction and training in the vocational area of Retail Service Worker. Students will acquire retail knowledge, workplace communication skills and hands on experience through a variety of methods including, lecture, written assignments, lab work and job	

shadowing. Upon completion of this course students will be prepared for entry level positions in the field.

COURSE OBJECTIVES

In the following sections the student will:

A. Introduction to Retail Services and the Business Sector

The students will:

- Learn what Retail is: Is it more than fashion and food?
- Identify what Retail Service Workers do
- Discover Jobs in the Retail Industry
- Identify Specific Personal Interests in the Industry

B. Duties of a Retail Service Worker

The students will:

- Practice greeting customers utilizing role play
- Discuss knowing your Merchandise (books, cars, clothing electronics, furniture, plants etc.)
- Learn how to recommend merchandise based on customer needs
- Explain and describe different kinds merchandise
- Practice “answer” and “response” to possible customer questions
- Research various sales and promotions retail outlets use

C. Retail, Wholesale, Warehouse Information

The student will:

- Still researching this section

D. Best Practices Retail Skills

The student will:

- Understand the value of a customer
- Provide a list of good customer service strategies in a retail store
- Build a complete customer experience
- Discover how to respond to both pleasant and difficult customers

E. Keys to Communication in the Workplace

The student will:

- Identify and practice how to be a good listener
- Identify nonverbal communication
- Demonstrate clarity and concision in communication
- Identify strategies to show friendliness, confidence and respect in the workplace
- Describe the importance of feedback from your supervisor
- Demonstrate ability to receive spoken and written instructions

F. Safety in the Workplace

The student will:

- Learn what WorkSafe BC has to say?
- Identify roles, rights & responsibilities regarding workplace safety
- Discover Top 10 Safety Tips
- Understand safe work site practices related to: hearing, back care, workplace hazardous materials and personal protective equipment.

G. Managing Personal Stress as it relates to work

The student will:

- Describe the stress response (fight or flight response)
- Explain relationship between stress and perception
- Identify your stressors and potential triggers
- Identify consequences of unmanaged stress
- Develop healthy responses and strategies to reduce/relieve workplace stress
- Learn how to talk to your supervisor about stressful situations

H. Hands on Experience: (co-requisite course is Access and Applied Skills where this will be organized).

The student will:

Complete 1 Job Shadow

Complete a Resume and participate in Job Interview Practice.

EVALUATION: In progress

ASSIGNMENTS: In progress

Attendance, Punctuality & Participation in the Retail Service Worker Certificate Course:

Regular attendance, punctuality, and participation is required of all AEV students. Excessive unexcused or prolonged absence or lateness is cause for dismissal.

An unexcused absence is an absence for any reason other than: personal illness; medical treatment or a visit to a doctor; death in the immediate family; job interview; legal proceedings; care of an ill or injured dependent or spouse; or responsibilities as a parent or guardian.

This does not apply if the student is ill and can provide a doctor's note.

If the student informs the instructor about an anticipated absence to attend a special family event the student will not be withdrawn. All absences are noted and students will lose marks for non-attendance. Punctuality means not missing any part of any class. It includes arriving on time at the beginning of class and following class breaks. It also includes not leaving the class at any time before the class has ended.

All lateness is noted. Marks will be lost if students are not punctual.

SUGGESTED MATERIALS (still in progress)

1. Top 10 Workplace Safety Tips
<http://www.arbill.com/arbill-safety-blog/bid/182469/top-10-workplace-safety-tips-every-employee-should-know>
2. WorkSafe BC website
<https://www.worksafefbc.com/en>
3. American Psychological Association: Coping with stress at work
<http://www.apa.org/helpcenter/work-stress.aspx>
4. Introduction to Retailing Slide Share
<https://www.slideshare.net/AARTEEROY/lecture-1-introduction-to-retailing>
5. Retail Sales Worker
<https://www.truity.com/career-profile/retail-sales-worker>
6. Customer Service Lessons and Worksheets
<https://www.moneyinstructor.com/customerservice.asp>
7. Customer Service Workbook
<http://www.aproposltd.com/free/customerserviceworkbook>
8. Communication Workbook
<http://www.aproposltd.com/free/comm-workbook>
9. Extreme Customer Service Workbook
http://www.aproposltd.com/free/Extreme_Customer_Service_workbook
- 10.

Implementation date: January 30, 2019

Costs: n/a

GEOG 207 – 3 – 3**Introduction to Biogeography****New course:****Rationale:**

This is a core topic in geography, and is offered in most other institutions. The information covered in this course is currently not covered in any other geography course but is a topic that should be offered by the department for students completing programs for Associate of Science, Environmental Studies Diploma or as a university transfer option. This course is a lab science course with a proposed 3 hour lab component. The lab science designation will allow transfer to other institutions but is not intended to be a lab science requirement for students pursuing the Associate of Arts or Environmental Studies programs. Students will not have to pass the lab in order to pass the course, as is a common requirement in first year lab science courses in our department. The lab component is proposed to have a 3 hour time allocation to allow for outdoor field experiences. Currently four lab assignments have been created that require field observation and data collection. The tentative locations near Kelowna campus include Mission Creek, Knox Mountain, and Okanagan Mountain Park. Without a 3 hour designation, field labs will not be possible, resulting in a lower quality experience for the students.

Calendar description:

Biogeography is the study of the geographical distribution of plants and animals on Earth's surface. We will examine the historical (speciation, migration, dispersal), environmental (climate, soils, topography, disturbance) and biotic (competition, resource partitioning) influences behind these patterns. The goal is to introduce the field of biogeography, understand biodiversity patterns and processes across Earth, and appreciate the role of human activities in influencing biogeographic patterns.

Prerequisites:

2nd year standing plus one of GEOG 111, GEOG 121, EESC 111, EESC 101, BIOL 111, BIOL 112, BIOL 121, BIOL 122, BIOL 175

Course outline:**Geog 207: Introduction to Biogeography**

Geography, Earth & Environmental Science
Okanagan College

Professor: TBA
Office: E416, office hours Monday 8:30-9:20
Phone: 250-762-5445 ext. 4695
Email: TBA@okanagan.bc.ca

Calendar Description:

Biogeography is the study of the distribution of plants and animals on Earth's surface. We will examine the historical (speciation, migration, dispersal), environmental (climate, soils, topography, disturbance) and biotic (competition, resource partitioning) influences behind these patterns. The goal is to introduce the field of biogeography, understand biodiversity patterns and processes across Earth, and appreciate the role of human activities in influencing biogeographic patterns. We will explore biogeographic themes through lecture, readings from texts and scholarly articles, classroom discussion, research assignments, and laboratory activities.

Pre-requisites: Second year standing plus one of Geog. 111, Geog. 121, EESC 111, EESC 101, Biol. 111, Biol. 112, Biol. 121, Biol. 122, Biol. 175. Credit will not be granted for both Biol. 203 and Geog. 207.

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Required material:

1. Lomolino, M.V., Riddle, B.R., Whittaker, R.J., and Brown, J.H. 2010. Biogeography 4th Edition. Sinauer Associates, Inc. 764 pages.
2. Lab material will be made available through the course website on Moodle.

Recommended material:

- Supplemental readings consist of book chapters and journal articles which will be available through the course website on Moodle.
- Cannings, R. and Cannings, S. 2015. British Columbia: A Natural History. Greystone Books. 3rd Edition. 365 pages.

Learning outcomes:

- Identify the major physical, biological, and historical controls on plant and animal species distributions;
- Understand general patterns of communities and biomes across the Earth;
- Understand the role of processes that operate at geological and evolutionary time scales (e.g., plate tectonic effects, speciation, extinction) in the above;
- Examine the current and future threats to species;
- Identify common native tree species morphology and variation
- Map and quantify tree density of natural forests
- Recognizing climatic determinants on biogeographic range
- Distinguish patterns of forest succession
- Understand changes in geographic range with respect to geological time
- Investigate morphological and genetic patterns in evolutionary lineage
- Classify forest ecosystems
- Practice scientific report writing and critical analysis of scholarly literature

Course grading:

Laboratories		30 %
Group Project		20 %
Midterm Exam	20 %	
Final Exam		30 %

Provisional Timetable:

Week	Lecture Topic	Readings	Lab Topic
1	Introduction to course		
	History of biogeography	Ch. 1, 2	
	Parenti and Ebach (2013)		No Lab
2	Distribution of species	Ch. 4	
	Boubli et al. (2015)		Lab 1: tree morphology and variation
3	Distribution of communities	Ch. 5, Geheber and Geheber (2016)	Lab 2: forest mapping
4	Dispersal and immigration	Ch. 6	
	Wen et al. (2016)		Lab 3: biogeographic range
5	Speciation and extinction	Ch. 7	
	Ripple et al. (2015)		Lab 4: succession
6	MIDTERM		
	Plate tectonics and continental drift	Ch. 8	No Lab
7	Species diversification	Ch. 10	
	Knope et al. (2015)		Lab 5: quaternary range migration
8	History of lineages		
	Phylogeography	Ch. 11, 12	
	Fine (2015)		Lab 6: evolutionary lineage
9	Glaciations		
	Biodiversity gradients	Ch. 9	
	Mannion et al. (2014)		Lab 7: communities and populations
10	Island biogeography	Ch. 13, 14	
	Heleno and Vargas (2015)		No Lab
11	Ecogeography	Ch. 15, Molina-Venegas et al. (2015)	
	Group Project		

12 Conservation biogeography Ch. 16
Svenning et al. (2016) Group Project
13 Group Project Presentation
Review

Review No readings Group Project Due

Additional Readings:

This literature will be required reading throughout the term. The papers will provide modern examples of the theory discussed during lectures. Each week, one of these papers will be discussed in class with the expectation that students have read the literature and will participate in class discussions.

1. Heleno R, and P. Vargas. 2015. How do islands become green? *Global Ecology and Biogeography* 24(5):518-526.
2. Ripplé et al. 2015. Collapse of the world's largest herbivores. *Science* 1(4):E1400103
3. Molina-Venegas et al. 2015. The building of a biodiversity hotspot across a land-bridge in the Mediterranean. *Proceedings of the Royal Society B* 282: 20151116.
4. Boubli et al. 2015. Spatial and temporal patterns of diversification on the Amazon: A test of the riverine hypothesis for all diurnal primates of Rio Negro and Rio Branco in Brazil. *Molecular Phylogenetics and Evolution* 82:400-412.
5. Knöpe et al. 2015. Limited role of functional differentiation in early diversification of animals. *Nature Communications* 6:6455.
6. Parenti L.R. and M.C. Ebach. 2013. Evidence and hypothesis in biogeography. *Journal of Biogeography* 40:813-820.
7. Wen et al. 2016. Dispersal, niche, and isolation processes jointly explain species turnover patterns of nonvolant small mammals in a large mountainous region of China. *Ecology and Evolution* 6(4):946-960.
8. Geheber, A.D. and P.K. Geheber. 2016. The effect of spatial scale on relative influences of assembly processes in temperate stream fish assemblages. *Ecology* 97(10):2691-2704.
9. Fine, P.V.A. 2015. Ecological and evolutionary drivers of geographic variation in species diversity. *Annual Review of Ecology, Evolution, and Systematics* 46:369-392.
10. Svenning et al. 2016. Science for a wilder Anthropocene: Synthesis and future directions for trophic rewilding research. *Proceedings of the National Academy of Science* 113(4):898-906.
11. Mannion, P.D. et al. 2014. The latitudinal biodiversity gradient through deep time. *Trends in Ecol. and Evol.* 29(1): 42-50.

Group Project: Project Transect

For this assignment you will form groups of 2-3 students. I will provide each group with the start and end coordinates of a 'transect' of 20-80 km length somewhere in British Columbia. Each group will research the geography and climate of the transect site, the biogeoclimatic zones it includes and the abiotic and biotic factors governing the distribution of vegetation species. This assignment is designed to emulate what an environmental consultant would have to research and produce if asked to summarize the biogeographical and climatic controls of vegetation distribution in a particular area. As a group, you will submit a 1000-word report describing your synthesis and give a class presentation of 15-20 minutes. More information on the specific components and formatting guidelines for the report and presentation are given in moodle.

Academic Policies:

Late policy: Late assignments will be deducted 5% per day. If special circumstances make a deadline extension necessary, it must be arranged in advance with the professor. Assignments that are more than 7 days late will not be accepted and will receive a grade of zero.

Cheating and Plagiarism: Cheating includes using or attempting to use another person's work. It also includes communicating with others for the purpose of obtaining information; copying from the work of others; purposely exposing or providing answers to another student(s); failing to take reasonable

measures to protect answers from use by another student(s); and resubmitting altered test or examination work after it has already been evaluated.

Plagiarism is the submission of another person's work or ideas without complete or adequate acknowledgement. It is your responsibility to understand which activities are cheating and plagiarizing. If you are unclear see under "Academic Offences" in the current OC Calendar.

Disability Services: Any student who needs an accommodation due to a chronic, psychological, visual, mobility and/or learning disability, or is deaf or hard of hearing should register with the Okanagan College Disability Services. See: <http://www.okanagan.bc.ca/administration/students/disability-services.html>

Excused Absences (retaking tests or submitting late assignments): Any student who misses a test or assignment due date and wishes to retake the test or submit an assignment for full credit must present a doctor's note or proof of family/friend medical emergency to the professor.

Implementation date: January 7, 2019

Cost: n/a