

A. Division: Educational and Student Services Date: June 9, 1992

B. Department: Student Services & Developmental Education New Course: ☒

Revision of Course ☐

Dated: \_\_\_\_\_

C. CPHI 100 D. Assessment and Intake E. 0  
Subject & Course No. Descriptive Title Semester/Credits

F. Calendar Description:

This course is designed to assist adults with a disability in taking the necessary preparatory steps to enter the full-time program, New Directions: College Prep Skills for Adults with a Head Injury. This course enables the prospective student and faculty to assess the student's level of academic and self-management skills and current educational and career goals. Assessment information will be utilized to determine the appropriateness of entry into the New Directions and will assist students prepare to achieve success in the program. This is a required course taken by students prior to entrance into other CPHI courses.

Summary of Revisions:  
(Enter date and Section Revised)  
e.g. 1982-08-25  
Section C,E,F, and R.

G. Type of Instruction:	Hrs. Per Week/ Per Semester	H. Course Prerequisites:
Lecture	_____ Hrs.	
Laboratory	_____ Hrs.	
Seminar	_____ Hrs.	I. Course Corequisites:
Clinical Experience	_____ Hrs.	
Field Experience	_____ Hrs.	J. Courses for which this Course is a Pre-requisite:
Practicum	_____ Hrs.	CPHI 200, 210
Shop	_____ Hrs.	
Studio	_____ Hrs.	K. Maximum Class Size:
Student Directed Learning	_____ Hrs.	10-12 depending on the severity of the disabilities
Other (Specify)	X _____ Hrs.	
Total	_____ Hrs.	

L. College Credit Transfer ☐  
College Credit Non-Transfer ☐  
Non-Credit ☒  
M. Transfer Credit: Requested ☐  
Granted ☐  
(Specify Course Equivalents or  
Unassigned Credit as Appropriate)  
U.B.C.  
S.F.U.  
U. Vic.  
Other

*Katherine Minton*  
Katherine Minton  
Course Designer(s)

Director/Chairperson

*P.H. Ong*  
Divisional Dean

Registrar

## NAME AND NUMBER OF COURSE

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N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):

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Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content; Q. Method of Instruction; R. Course Evaluation

O. COURSE OBJECTIVES

The student will:

1. gain an understanding of the objectives and content of the CPHI Program.
2. make an informed decision about entering the program.
3. demonstrate ability to learn and benefit from the New Directions program course content.
4. take the necessary steps leading to acceptance and registration in the program.
5. secure funding as needed.
6. provide documentation as needed.
7. increase awareness of skills required to enter a post-secondary preparation program.

P. COURSE CONTENT

1. Gathering Information
  - reading program publicity
  - interview with Transition Planner
  - interview with instructor
  - participation in informal/formal assessment processes as needed

2. Meeting eligibility criteria
  - demonstrating stability
  - demonstrating motivation
  - identifying goals
  - demonstrating basic literacy skills
  - identifying and describing disability
  - providing verification of disability(ies) related to head injury
3. Decision Making
  - identifying alternatives, including CPHI
  - weighing alternatives
  - making the decision
4. Implementing the Decision
  - contacting instructor, funding agency, advocate, therapists, medical practitioners and social workers, as appropriate
5. Securing Funding
  - identifying potential funding sources
  - determining the best source
  - applying for funding
  - confirming funding and notifying appropriate persons
6. Making Applications
  - identifying forms which need to be completed (intake, funding, registration, etc.)
  - completing forms and submitting them
  - providing copies of transcripts and assessments
  - ensuring that all steps have been completed.
7. Budgeting Resources
  - identifying budgetary items (tuition, supplies, transportation, etc.)
  - establishing a personal financial plan to enable program participation
8. Following Through
  - communicating with appropriate people as procedures are completed
  - ensuring all procedures have been completed
  - completing activities within time frame established
  - meeting recommendations for next intake (for students who need to prove stability or motivation or who need additional time post-injury for improvement in functioning level)
  - determining the appropriate steps to follow in order to resolve problems (e.g. transportation plans, child care arrangements)

Q. METHOD OF INSTRUCTION

- Interview
- Discussion
- One-on-one instruction (including possible individual assessment of current skills and/or functioning level).

R. COURSE EVALUATION

A student will have completed the course when he/she has participated at the required level in course activities designed to meet the course objectives.

Progress will be monitored on a regular basis by the instructor in consultation with each student.

COURSE OUTLINES WILL BE REVIEWED AT THE END OF TWO SEMESTERS.

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