COURSE OUTLINE: IVT110 - FIELD PLACEMENT PREP

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Approved: Martha Irwin, Dean, Community Services and Interdisciplinary Studies

Course Code: Title	IVT110: FIELD PLACEMENT PREPARATION
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Academic Year:	2022-2023
Course Description:	This course prepares the student for transition to college and field placement. The students will learn how to navigate the college and the technology available to support their learning. Students will develop skills in report writing, documenting, and using APA documentation. While preparing for college and field placement, students will investigate the expectations for professionalism, including, personal hygiene, attire, confidentiality, individual responsibilities, interpersonal communication, health and safety, and their rights and responsibilities at the college and workplace.
Total Credits:	6
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	IVT112, IVT130
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**1120 - COMMUNITY INTEGRATN** VLO 1 Integrate fully in academic, social and community activities. VLO 2 Develop and apply transferrable learning strategies to promote self-determination, life satisfaction, and lifelong learning. VLO 3 Develop academic and employment skills related to the workplace and specified area of study. VLO 4 Apply interpersonal and communication skills to build relationships with community supports, resources, and prospective employers. VLO 5 Further develop confidence, self-awareness, and self-advocacy skills related to independence, employment, and personal well-being. VLO 6 Engage in strengths-based, individualized goal setting related to self-determination and independence, both personally and professionally.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems.

	EES 5	Use a variety of thinking skills to anticipate and solve problems.
	EES 7	Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 8	Show respect for the diverse opinions, values, belief systems, and contributions of others.
	EES 9	Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
	EES 10	Manage the use of time and other resources to complete projects.
	EES 11	Take responsibility for ones own actions, decisions, and consequences.

General Education Themes: Social and Cultural Understanding

Personal Understanding

Course Evaluation: Passing Grade: 50%, D

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1.Expand on and demonstrate effective skills for college, and gain knowledge of resources.	1.1 Name, locate, and describe various services available at Sault College, including online resources 1.2 Demonstrate skills for working in groups, teams and with partners through various assignments and in-class activities 1.3 Expand on technology skills and develop skills using the college computer systems 1.4 Discuss how college services benefit students 1.5 Investigate the benefits of the Student Academic Council 1.6 Demonstrate various stress management techniques 1.7 Create a Time Capsule focused on transitioning to college, and creating educational and work goals
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Develop an understanding of the Student`s Rights and Responsibilities, and the Student Code of Conduct	2.1 Review and discuss the Student`s Code of Conduct Handbook, and the impact of violating conditions discussed the Code of Conduct 2.2 Investigate the key areas relating to student life at the college 2.3 Understand the colleges process for appeals and/or complaints 2.4 Investigate the role of the services provided by Student Services, Student Union, and the Student Academic Counsel 2.5 Explore and practice the responsibilities and restrictions surrounding the use of electronic devices and social media, both in/out of the classroom and at a field placement setting
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Practice effective Interpersonal Communication Skills	3.1 Expand on your interpersonal communication 3.2 Identify problems presented and discuss effective solutions for resolving conflict 3.3 Actively participate in class activities, discussions and role

	Course Outcome 4	Learning Objectives for Course Outcome 4
		plays 3.4 Practice appropriate responds to constructive feedback 3.5 Demonstrate the ability to effectively problem solving, collaborating and communicate in groups and in the classroom setting
	Course Outcome 4	Learning Objectives for Course Outcome 4
	4. Discuss college expectations and student`s responsibilities while at college and field placement	4.1 Review students` responsibilities at college, including field placement 4.2 Recognize the importance of and practice personal hygiene, professionalism, and social interactions while at college and on placement 4.3 Demonstrate respect, confidentiality, and positive communication skills through verbal, non-verbal and written interactions
	Course Outcome 5	Learning Objectives for Course Outcome 5
	5. Review and discuss the expectations of field placement	5.1 Examine relevant Legislation surrounding the workplace 5.2 Discuss potential workplace hazards, and appropriate steps to deal with safety issues 5.3 Demonstrate knowledge of the individual roles and responsibilities for safety 5.4 Understand the policies and procedures for reporting injury while at field placement 5.5 Review field placement packages, course outlines, responsibilities for assignments, hours, and attendance 5.6 Identify and discuss the role and expectations of the field placement supervisor, the Employment Liaison Officer, and the student 5.7 Develop a list of student goals and expectations for field placement
	Course Outcome 6	Learning Objectives for Course Outcome 6
	6. Complete a Self Reflection/Video Journal	6.1 Create a Self Reflection/Video Journal including previous learning experience, transition to college life, student goals, and thoughts and feelings during this journey 6.2 Reflect on and finalize Time Capsule 6.3 Share experiences with classroom peers, including what was learned, goals, feelings regarding transition to college, and reflect on how this relates to job readiness
	Course Outcome 7	Learning Objectives for Course Outcome 7
	7. Further develop an understanding and skills with APA documentation and writing skills	7.1 Gain an understanding of the purpose for APA documentation 7.2 Practice in-text citation and referencing 7.3 Demonstrate proper documentation and report writing through assignments and in-class activities

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
College Orientation Report/Presentation	10%

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	College Technology Assignment	5%
	Participation (In-class and Online Activities	15%
	Problem-solving Scenario	10%
	Professionalism Portfolio (6 elements)	30%
	Self-Reflection Report	10%
	Time Capsule	10%
	Time Management Assignment	10%

Date:	November 9, 2022
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.