SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE: CAREER EXPERIENCE I

CODE NO.: OAD302   **SEMESTER:** THREE
                         MODULE: FIVE

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)

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DATE: APRIL 2014   **PREVIOUS OUTLINE DATED:** APRIL 2013

APPROVED: "Colin Kirkwood"   Apr 14/14

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DEAN   **DATE**

TOTAL CREDITS: 2

PREREQUISITE (S): ALL MODULES 1, 2, 3, AND 4 COURSES

HOURS/WEEK: 2 HOURS/WEEK FOR SEVEN WEEKS

I.   COURSE DESCRIPTION:

In this seminar-based course, students begin preparing for the four-week Career Experience work placement that occurs at the end of the third semester. Appropriate workplace behavior and etiquette will be stressed. At the completion of OAD302, students will be matched with placement employers.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Follow the Career Experience work placement process.

    Potential Elements of the Performance:
    - Review Career Experience schedule of activities.
    - Describe student responsibilities needed to ensure a successful placement as outlined in the *2014 Office Administration Career Experience Student Handbook.*

2. Recognize and demonstrate appropriate workplace behaviour and etiquette.

    Potential Elements of the Performance:
    - Attend and participate in all seminar classes and guest speaker presentations.
    - Discuss workplace issues, including:
        - ✓ Demonstrating interest and enthusiasm.
        - ✓ Acting in a dependable and responsible manner.
        - ✓ Accepting suggestions and criticism in a positive manner.
        - ✓ Arriving on time.
        - ✓ Maintaining regular attendance.
        - ✓ Respecting confidentiality.
        - ✓ Dressing appropriately for the work environment.
        - ✓ Working in harmony with others.

3. Complete preliminary documentation in support of the Career Experience work placement.

    Potential Elements of the Performance:
    - Prepare/update two-page functional resume and a references page.
    - Prepare an employment portfolio.
    - Review employer checklists in library.
    - Submit student selection form.

III.   TOPICS:

1.   Career Experience Work Placement Process
2.   Appropriate Workplace Behaviour and Etiquette
3.   Career Experience Placement Documentation (including functional resume, references listing, and employment portfolio)

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Small three-ring binder or notebook for Employment Portfolio
Clear plastic sheet protectors (15)
Tab dividers

V.   EVALUATION PROCESS/GRADING SYSTEM:

A grade of **"S" (Satisfactory)** will be assigned to those students who have successfully met the OAD302 learning outcomes. A grade of "U" (Unsatisfactory) will be assigned to those students who fail to meet the OAD302 learning outcomes.

<u>Attendance at Career Experience Classes</u>
Classes are held twice a week, and attendance is mandatory for all seminar classes and guest speaker presentations.   Throughout the course, students will be given an overview of the Career Experience program and procedures as well as college and placement employer expectations. Guest speakers are invited to discuss placement-related issues. Attendance is required; students who arrive late on more than two occurrences or who miss more than two mandatory seminar classes will receive an Unsatisfactory grade and will be ineligible to continue with OAD303.

Completion of all Career Experience Documentation

1) Students are required to submit an up-to-date, error-free functional resume and references listing.

2) Students are expected to prepare an employment portfolio consisting of documentation that highlights/demonstrates experiences, accomplishments, knowledge, and skills. Items could include:

- functional resume
- letters of recommendation
- evaluations from work experiences or activities
- diplomas, certificates, and other credentials
- examples of group work (showcasing interpersonal and teamwork skills)
- evidence of leadership qualities developed through involvement in community activities, charitable events, clubs, or hobbies
- examples of **original work** utilizing Microsoft Office programs

   At least 15 documents organized into a minimum of 5 sections are required.

3) As well, students are required to review employer training plans in the Library and complete a Student Placement Selection form at the end of May.

The following semester grades will be assigned to students in Career Experience Office Administration post-secondary courses:

Grade	Definition	Grade Point Equivalent
CR (Credit)	Credit for diploma requirements has been awarded.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	

VI.   SPECIAL NOTES:

Attendance

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Career Experience Eligibility

Students enrolling in OAD302 must have completed all required courses taken as part of Modules 1, 2, 3, and 4 and be in a position to graduate (i.e. a minimum of **2.0 grade point average** must be maintained).

Selection of Placement Locations

Students are assigned their Career Experience placements by the Office Administration faculty at the end of the course. In determining and matching a student to a placement, the following factors are considered:

- Student's academic background as described in a current functional resume. (Occasionally, diploma audits may be reviewed to determine academic strengths and skill areas.)

- Student's classroom conduct (participation, attendance, professionalism, respect, listening skills, adherence to classroom guidelines, maturity, fit with Office Administration values/skills, skill development). Note: This factor is based on a review of all classes, not just OAD302.

- Student's learning needs, strengths, interests, and goals.

- Placement organization's expectations/constraints regarding potential placement student (i.e. qualifications, maturity, transportation, skill levels, etc.).

- Placement availability.

- Student-identified placement preferences. (Student preferences are considered in conjunction with the stated criterion; however, faculty cannot guarantee that matching according to this criterion will be possible given the above factors and availability of placements.)

In rare circumstances, the placement organization may wish to confirm the "match" and determine whether the placement is acceptable or best suited for the particular student (i.e. interview student before confirming placement). Faculty will advise students if this situation exists.

It is the student's responsibility to be familiar with the course outline and *Office Administration – Executive Student Manual*. These documents outline classroom policies that must be followed.

Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

By considering the college environment as their workplace for the duration of the program, students will have a standard of performance to meet and will practise the day-to-day skills required to be successful in the work world.

These skills include:
- arriving and leaving class on time
- calling in/e-mailing when not in attendance
- checking college e-mail twice daily as a minimum
- following classroom rules and procedures
- demonstrating appropriate manners and etiquette
- listening attentively when the class is being addressed
- demonstrating respect for others at all times
- focusing on the work at hand
- organizing paperwork and keeping track of deadlines
- producing accurate, mailable documents
- being responsible for your own work

Failure to follow program policies will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the dean which may result in suspension or expulsion from the course/program

VII.   COURSE OUTLINE ADDENDUM:

1.   Course Outline Amendments:
The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

2.   Retention of Course Outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

3.   Prior Learning Assessment:
Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

4.   Accessibility Services:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

5.   Communication:
The College considers *Desire2Learn (D2L)* as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of this Learning Management System (LMS) communication tool.

6. <u>Plagiarism</u>:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct.* Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

7. <u>Tuition Default</u>:
Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of May will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

8. <u>Student Portal</u>:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to https://my.saultcollege.ca.

9. <u>Electronic Devices in the Classroom</u>:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.