

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

Course Title: CAREER EXPERIENCE - EXECUTIVE

Code No.: CPE400 (Prerequisite OPE300)

Program: OFFICE ADMINISTRATION - EXECUTIVE

Semester: FOUR

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Author: S. WRIGHT

New: X Revision: \_\_\_\_\_

APPROVED:   
Chairperson

Jan 90  
Date

Course Name

Course Code

COURSE HOURS: 105 (one day per week for 15 weeks)

**I. PHILOSOPHY/GOALS:**

Career experience work placements are provided by local employers and organizations. Students participate as an "employee" for one regular working day each week during the fifteen-week placement period.

Through the work placements, students are able to put classroom theory into practice, and learn first-hand about the scope and variety of occupations available.

Students are assigned their Career Experience placements by the program faculty. The assignments are based upon a review of student resumes, placement preferences, employer constraints, and the available placement opportunities.

**II. STUDENT PERFORMANCE OBJECTIVES:**

Upon successful completion of this course, the student will be able to:

- a) Apply, in a work setting, the skills and knowledge acquired during the course of study at Sault College.
- b) Problem solve and take initiative when presented with new situations.
- c) Work independently with a minimum of supervision.
- d) Demonstrate appropriate business conduct, i.e. regular attendance, punctuality, good grooming, ability to maintain confidentiality.

**III. COURSE REQUIREMENTS:**

PLEASE REFER TO ATTACHED ACTIVITY SCHEDULE FOR ALL RELEVANT DATES

**1. Course Experience Orientation**

Students must attend the orientation session(s). The orientation program is designed to provide an overview of the Career Experience program and procedures, the expectations of the College and participating employers thus enabling the students to maximize their learning experience.



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COURSE REQUIREMENTS (cont'd)

2. Timetabled Meetings

Students must attend any timetabled meetings to discuss career placement experiences and related topics.

3. Placement Registration

Completed placement registration cards, accompanied by a resume, are to be submitted to the Placement Office (E1301).

Students wishing graduate placement assistance should maintain a current registration with the Placement Office prior to graduation.

Contact the Placement Office if you need help in preparing your resume.

4. Placement Confirmation

Students will acknowledge their placement assignment with a resume and letter of introduction to the employer. A copy of the letter of introduction is to be filed with the Placement Office. At least one week prior to the start of the Career Experience program, each student will confirm the placement by a telephone call or personal visit.

5. Work Experience Logs

Students must complete a log of their placement activities. The experience log provides a useful record of the work experience placement and important information for your "placement overview". The log book must be purchased in the Campus Shop. The log book is submitted to the Placement Officer for review three times during the placement experience.

6. Placement Overview

Career Experience students are required to submit a typewritten overview for their placement. The placement overview is a brief summary of the Career Experience and a review of the skills and knowledge gained by the student. The placement overview is a tool for the student to improve his/her reporting and writing skills and provides feedback to faculty.

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COURSE REQUIREMENTS (cont'd)

7. Letter of Thanks

Students are to forward a card or letter of thanks to their "employer" at the end of the Career Experience placement. Enclosing a copy of the placement overview is recommended. A copy of the letter of thanks should also be filed with the Placement Office.

IV. EVALUATION METHODS

Evaluations are conducted by employers who are required to complete three evaluations of each student "employee". The Placement Office provides a standard evaluation form and **employers are required to discuss these evaluations prior to signature.** The evaluation allows both the student and the College to measure the success of the work placement.

Students are responsible for ensuring that evaluations are completed and submitted on time.

All academic credits are awarded by the program faculty. Placement credits are earned and awarded based upon the satisfactory completion of the above course requirements.

SPECIAL NOTES:

1. The Placement Office

The College and Placement Office are concerned and interested in student progress during work placement. Students should contact the Placement Office or faculty members if they have any concerns, or if any serious matter affecting their work or welfare should arise.

2. Confidential Information

**All work is to be treated as highly confidential.** In business and industrial settings, details of clients or industrial processes may be of interest to competitors in the field. Students must, therefore, be aware of the company's policies regarding confidentiality and, as "employees", are expected to comply with their "employer's" policies. In accepting a Career Experience placement, the student agrees that the information, data and research materials collected and prepared while an "employee" are the property of the "company". Authorization by the employer is required for the release of any information.

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3. Students are not required to work during the College Winter Break.

4. Dress

It is strongly recommended that students dress in appropriate business attire, i.e. no jeans.

