



SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: CAREER EXPERIENCE - EXECUTIVE

CODE NO.: CPE400 (prereq OPE300) SEMESTER: FOUR

PROGRAM: OFFICE ADMINISTRATION - EXECUTIVE

AUTHOR: S. WRIGHT

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PREVIOUS OUTLINE DATED: JANUARY, 1993

New: _____ Revision: X

APPROVED: *[Signature]*
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

93-07-07
DATE

Course Name

Course Code

COURSE HOURS: 105 (one three-week block placement)

I. PHILOSOPHY/GOALS:

Career experience work placements are provided by local employers and organizations. Students participate as an "employee" for a three-week block placement at the end of the final semester.

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.

COURSE REQUIREMENTS (cont'd)

2. Attendance

- a) As part of the course requirements for CPE/CPL400, students must attend weekly timetabled meetings during the semester. Guest speakers will be featured and other activities scheduled which will prepare students for the three-week placement.
- b) During the actual three-week block placement, students will be required to attend a weekly meeting held each Friday afternoon from 3-5 p.m. at Sault College to discuss placement activities.
- c) Mandatory attendance while participating in the Career Experience is essential. Any absence must be supported with a medical certificate and missed days rescheduled. The student must contact both the placement supervisor and Office Procedures 400 faculty member to report an absence prior to the start of the work day.

3. Placement Registration

Completed placement registration cards 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 Office Procedures 400 faculty member. 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 Reports

Students must complete a report of their weekly placement activities to be presented each Friday. The experience report provides a useful record of the work experience placement. The report is submitted to the Office Procedures 400 faculty member for review three times during the placement experience.

COURSE REQUIREMENTS (cont'd)

6. Letter of Thanks

Students are to forward a card or letter of thanks to their "employer" at the end of the Career Experience placement. A copy of the letter of thanks should also be filed with the Office Procedures 400 faculty member.

IV. EVALUATION METHODS

Evaluations are conducted by employers who are required to complete one evaluation of each student "employee". The Placement Office provides a standard evaluation form and **employers are required to discuss the evaluation 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 the evaluation is completed and submitted to the Office Procedures 400 faculty member 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. Failure to complete any of these requirements will result in an Unsatisfactory (U) grade. Successful completion of all components of the Career Experience Program will result in a Satisfactory (S) grade.

SPECIAL NOTES:

1. Student Progress

The Office Administration faculty are concerned and interested in student progress during work placement. Students should contact the 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.

3. Dress

Students must dress in appropriate business attire, i.e. no jeans.

4. Exemption From Career Experience

Based on previous related work experience, a student may apply for exemption from the Career Experience component. A student seeking exemption must provide the Office Procedures 400 faculty member with a resume, along with the name of a reference who can be contacted to confirm the student's work experience. Once the appropriate documentation is received, exemption will be considered.