

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: WORK EXPERIENCE

CODE NO.: BUS330 SEMESTER: SIX

PROGRAM: COMPUTER PROGRAMMER/ANALYST

AUTHOR: FRAN DEW

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PREVIOUS OUTLINE DATED: JANUARY, 1994

New: _____ Revision: X

APPROVED: _____ DATE _____
DEAN, SCHOOL OF BUSINESS & HOSPITALITY

WORK EXPERIENCE

BUS330

I PHILOSOPHY/GOALS:

This course consists of on-the-job work experience designed to provide the students with insight into, and understanding of, the work environment. It gives the students the opportunity to apply their academic backgrounds and abilities, and to broaden their knowledge through additional concepts and practices afforded by their placement.

II STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course, the students will have:

- a a good understanding of, and familiarity with, an actual work experience
- b applied their academic knowledge and experience on the job
- c developed their interpersonal skills through interaction with peers and supervisors
- d demonstrated to their employers, and to themselves, what capabilities and potential they have to offer

III TOPICS TO BE COVERED

The topics are determined by each employer, based on the job/position description submitted by the employer, in the Fall of the previous year.

IV LEARNING ACTIVITIES

The learning activities are determined by each employer, based on the job/position description submitted by the employer, in the Fall of the previous year.

V EVALUATION METHODS

The students will be evaluated on the following components, all of which must be successfully completed, for successful completion of the course.

Work Experience Logs

Logs are to be filled out, using the Co-Op Career Experience Handbooks. These logs are to be handed in to the contact faculty for perusal and comments. They are to be handed in three times during the semester:

- 1) Jan 24
- 2) Feb 28
- 3) May 2

All sections of the daily logs are to be completed, in detail. This will help the student in setting up the Work Term Report.

Employer Evaluation

The evaluations are filled out by the employer, three times during the semester. The tentative days for these evaluations are:

- 1) end of February
- 2) end of March
- 3) end of April

Work Term Report

The format of the report will follow the report format outlined in the Co-Op Career Experience Handbook.

The content of the report will include a discussion of what the student has accomplished on Work Term.

A draft of this report will be submitted to the contact faculty, on April 18th. A final copy of this report will be presented to the employer, on May 6th, the last day of Work Term, accompanied by a thank-you letter.

Grading

Other Evaluation

Each student must have an attendance of NO LESS than 85% of the work placement days. For example, if there are 48 work placement days, the student must be present for 41 of those days. Failure to comply with the attendance requirement for any reason, will result in the student repeating the BUS330 course.

If the work placement is terminated by the employer or the College, it will result in the student repeating the BUS330 course.

The student's final letter grade will be indicated by one of the following

- S - Satisfactory
- U - Unsatisfactory

VI REQUIRED STUDENT RESOURCES

CO-OP CAREER EXPERIENCE HANDBOOK (available in the Campus Book Shop)

VII ADDITIONAL RESOURCE MATERIALS

Trade journals and manuals, as may be provided by the employers

VIII SPECIAL NOTES

The working hours are to be specified by the employer. It is the student's decision whether to work in the Winter Break (March 14 to 18) or not. It is up to the student to inform the employer of this.

Students with special needs, such as physical limitations, visual impairments, hearing impairments, or learning disabilities, are encouraged to discuss required accommodations, confidentially, with the faculty contact.

Your faculty contact reserves the right to modify the course as is deemed necessary to meet the needs of students.