

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: CAREER EXPERIENCE - EXECUTIVE

CODE NO.: CPE400 (prereq. all first, second & third semester courses) **SEMESTER:** FOUR

PROGRAM: OFFICE ADMINISTRATION - EXECUTIVE

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APPROVED: Joseph C. Favelle
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

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DATE

CAREER EXPERIENCE – EXECUTIVE

CPE400

COURSE HOURS: 85 (one two-week block placement)

I. PHILOSOPHY/GOALS

Career experience work placements are provided by local employers and organizations. Students participate as an "employee" for a two-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 THE CAREER EXPERIENCE BOOKLET FOR ALL RELEVANT DATES

1. Career Experience Orientation

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

COURSE REQUIREMENTS (cont'd)

2. **Attendance**

- a) During the actual two-week block placement, students will be required to attend one meeting held the first Friday afternoon from 3-5 p.m. at Sault College to discuss placement activities.
- b) Mandatory attendance while participating in the Career Experience is essential. Any absence may require 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**

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 the first 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.

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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 may 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.

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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 Administration Program Coordinator 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.

