



COURSE OUTLINE

IVT110

Prepared: Nancy Leishman Approved: Martha Irwin

Course Code: Title	IVT110: FIELD PLACEMENT PREPARATION
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semester/Term:	17F
Course Description:	This course prepares the student to transition from college to field placement and the community. The student will learn about job preparedness including personal hygiene, attire, confidentiality, individual responsibility, interpersonal communication, health and safety, and rights and responsibilities not only as a student, but also within the college environment and the community. Students will engage in a variety of activities that will assist with the acquisition of skills necessary to participate in the classroom and workplace setting. This course will also assist students to understand and maximize field placements that occur in subsequent semesters. Students will also gain a basic understanding of the purpose and techniques of appropriate APA documentation style.
Total Credits:	6
Hours/Week:	3
Total Hours:	45
This course is a pre-requisite for:	IVT112, IVT130
Essential Employability Skills (EES):	<p>#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>#4. Apply a systematic approach to solve problems.</p> <p>#5. Use a variety of thinking skills to anticipate and solve problems.</p> <p>#7. Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>#8. Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>#9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>#10. Manage the use of time and other resources to complete projects.</p> <p>#11. Take responsibility for ones own actions, decisions, and consequences.</p>
Course Evaluation:	Passing Grade: 50%, D



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Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Attendance	15%
College Orientation Report/presentation	25%
In Class Student Activities	5%
Participation	5%
Professionalism Portfolio	30%
Self Reflection Journal or alternate assignment	20%

Course Outcomes and Learning Objectives:

Course Outcome 1.

Develop an awareness of and be able to utilize learning strategies for the College experience.

Learning Objectives 1.

- Name, locate, and describe various services available at Sault College
- Develop necessary skills for working in teams and with partners through various assignments and in-class activities
- Discuss how the variety of services benefit students
- Recognize and discuss the benefits of the Student Academic Council
- Understand the process of accessing the computer systems within the College, along with being aware of all policies regarding their use
- Demonstrate an understanding of the policies and goals of the CICE program
- Identify various stress management techniques

Course Outcome 2.

Develop a basic understanding of the role of the Student's Rights and Responsibilities

Learning Objectives 2.

- Review and discuss the Student's Code of Conduct Handbook
- Understand the most key areas related to student life within the college
- Understand the college's process for appeals and/or complaints



COURSE OUTLINE

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3

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- Understand the role of the services provided by student services, and student academic counsel
- Discuss the impact of violation of any key conditions discussed
- Demonstrate appropriate and professional behaviour within the IVT class, college environment and the community
- Understand the responsibilities and restrictions surrounding the use of electronic devices and social media, both in/out of the classroom and at a field placement setting

Course Outcome 3.

Develop effective Interpersonal Communication Skills

Learning Objectives 3.

Understand what interpersonal communication is

- Identify problems presented and discuss effective, alternative solutions for resolving conflict
- Actively participate in class activities, discussions and role plays
- Demonstrate appropriate responding to constructive feedback from others
- Demonstrate the ability to work effectively in a team by problem solving, collaborating and communicating within the class
- Identify and discuss problems and situations related to field placement and develop strategies to effectively resolve such issues
- Develop an understanding of how self-concept and self-esteem relate to professionalism and personal development
- Understand the importance of various types of written reports

Course Outcome 4.

Identify and discuss various issues around personal safety for various field placement settings.

Learning Objectives 4.

View a video on "Things You Need To Know"

- Examine the relevant Legislation surrounding "Work Place Safety" and "WHMIS"
- Discuss the various hazards that can be encountered while on placement
- Understand individual roles and responsibilities for safety
- Discuss the appropriate steps to deal with safety issues



COURSE OUTLINE

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4

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- Develop an understanding of the characteristics of the young worker
- Understand and discuss the importance of developing a field placement profile of the students' placement site, including emergency evacuation procedures
- Understand and review the policy and procedures for reporting and injury while at field placement

Course Outcome 5.

Review and discuss the expectations of field placement

Learning Objectives 5.

Review field placement packages and course outlines and discuss responsibility for assignments, hours, and attendance while at placement

- Identify and discuss expectations of the field placement supervisor, and the Employment Liaison Officer
- Develop a list of student goals and expectations for field placement
- Understand and describe the student's role while at placement
- Identify the appropriate communication techniques for various situations at field placement

Course Outcome 6.

Complete a Self Reflection/Video Journal (or alternate)

Learning Objectives 6.

Complete a Self Reflection/Video Journal discussing previous learning experience and one's journey to becoming a college student, along with his/her thoughts and feelings once here

- Discuss with the class your experiences within the seminar class and how this relates to job readiness

Course Outcome 7.

Develop an Understanding of APA Documentation



COURSE OUTLINE

IVT110

5

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Learning Objectives 7.

Have a basic understanding of the purpose for APA documentation style
Discuss In-text Citation and Referencing Style
Demonstrate through in class assignments and discussion the appropriate documentation techniques

Date:

Wednesday, September 6, 2017

Please refer to the course outline addendum on the Learning Management System for further information.