COURSE OUTLINE: IVT110 - FIELD PLACEMENT PREP

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Course Code: Title	IVT110: FIELD PLACEMENT PREPARATION
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semesters/Terms:	18F
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
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	IVT112, IVT130
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
General Education Themes:	Social and Cultural Understanding Personal Understanding
Course Evaluation:	Passing Grade: 50%, D

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Develop an awareness of and be able to utilize learning strategies for the College experience.	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	**Learning Objectives for Course Outcome 2**
Develop a basic understanding of the role of the Student`s Rights and Responsibilities	Review and discuss the Student`s Code of Conduct Handbook - Understand the most key areas related to student life within the college - Understand the colleges process for appeals and/or complaints - 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	**Learning Objectives for Course Outcome 3**
Develop effective Interpersonal Communication Skills	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	**Learning Objectives for Course Outcome 4**
Identify and discuss various issues around personal safety for various field	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 - Develop an understanding of the characteristics of the young worker - Understand and discuss the importance of developing a field placement profile of the student`s placement site, including emergency evacuation procedures - Understand and review the policy and procedures for reporting and injury while at field placement
Course Outcome 5	**Learning Objectives for Course Outcome 5**
Review and discuss the expectations of field placement	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	**Learning Objectives for Course Outcome 6**
Complete a Self Reflection/Video Journal (or alternate)	Complete a Self Reflection/Video Journal discussing previous learning experience and ones 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	**Learning Objectives for Course Outcome 7**
Develop an Understanding of APA Documentation	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

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Attendance	15%	
College Orientation Report/presentation	25%	
In Class Student Activities	5%	
Participation	5%	
Professionalism Portfolio	40%	
Self Reflection Journal or alternate assignment	10%	

Date: September 7, 2018

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