

I. COURSE DESCRIPTION:

This course is designed to provide students with practical learning experience in their chosen Area of Concentration. This course requires 40 hours (4 hours per week for a 10 week period) in a supervised field placement setting. Students will be evaluated on their work habits, skill development and interpersonal communications.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

- 1. Interact with other professionals in ways that contribute to effective working relationships and the achievement of goals within the placement setting.**

Potential Elements of the Performance:

- Work collaboratively with supervisors and the staff team to identify the roles and responsibilities of the student on placement.
- Establish and implement strategies to accomplish these tasks and student's individual learning objectives.
- Dress appropriately as directed by the field placement supervisor.
- Demonstrate effective human relations by displaying courtesy and respect.
- Respect the confidentiality clause within the workplace.
- Model attitudes and behaviour appropriate to the setting.
- Demonstrate an ability to work with others in the field placement setting.

- 2. Communicate effectively verbally and non-verbally at the field placement setting.**

Potential Elements of the Performance:

- Demonstrate an ability to communicate with the supervisor, co-workers and others in a professional manner.
- Communicate any difficulties or concerns to the appropriate field supervisor.
- Knowledge of where and when to get assistance in work related matters.

3. Develop appropriate work ethics related to the employment setting.

- Demonstrate acceptable time management and organizational skills, i.e., punctuality, task/assignment completion within a reasonable timeframe, and utilizing time constructively.
- Follow instructions and ask for clarification if required.
- Schedule personal appointments around field placement hours.
- Request weekly feedback in relation to field placement performance.

4. Demonstrate the ability to follow the routines and/or procedures of the placement site.

Potential Elements of the Performance:

- Take the initiative by completing tasks or assignments and seek guidance and feedback each week.
- Stay on task until the assigned job/task is completed.
- Request assistance or clarification to ensure expected outcome of task or assignment completion.

5. Develop/demonstrate effective team building skills.

Potential Elements of the Performance:

- Accepting of constructive criticism and feedback to assist with professional/personal growth.
- Demonstrate a willingness to assist and support co-workers.
- Contribute ideas and follow through with any commitments made to the team.
- Request a directive if assigned work is completed.

6. Practice professionalism in the field placement setting.

Potential Elements of the Performance:

- Follow field placement guidelines

III. REQUIRED RESOURCES/TEXTS/MATERIALS:

- Field placement package is provided.
- Student is responsible for his/her own transportation to and from the field placement.

IV EVALUATION PROCESS/GRADING SYSTEM:

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

METHOD OF EVALUATION:

1. Attendance (40 hours is required)
2. Field Placement Orientation Report
3. Mid-term Evaluation
4. Final Evaluation

V. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in the *Student Code of Conduct*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VI. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.