



**I. COURSE DESCRIPTION:**

This course is designed to provide students with practical learning experience in their chosen academic *Area of Focus*. This course requires a minimum of 40 hours in a supervised field placement setting. Students will be evaluated on their professional work habits, skill development and interpersonal communication skills. Students will understand the importance of and demonstrate self-advocacy skills as addressed within their IVT-112 class, Self-Advocacy & Rights in the Workplace.

**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.
- Seek guidance and assistance for assignments and projects related to seminar class

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

Potential Elements of the Performance:

- 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.
- Advocate for one's self in concerned about tasks assigned (i.e. dangerous situations, unfamiliar with task, or environment, or verbal instructions)

**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:

- Adhere to the requirements in the ***Field Placement Guidelines and Expectations Manual*** as read by the Employment Liaison Officer (ELO) and signed in agreement to, in the Field Placement Preparation Course, IVT-110
- Seek clarification from the Field Placement Supervisor or the ELO if these conditions cannot be met
- Practice and implement Self-Advocacy skills relevant to the field placement setting and one's self.

**III. REQUIRED RESOURCES/TEXTS/MATERIALS:**

- Field placement package is provided. This includes the Field Placement Manual
- Mandatory Field Placement Uniform
- Completed Health Form and Police Background Check
- Agenda for time management purposes and documentation of relevant due dates for assignments
- 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 (minimum of 40 hours is required)
2. Field Placement Assignments
3. Mid-term Evaluation
4. Final Evaluation

**V. SPECIAL NOTES:**

Course Requirements:

This course is a co requisite with IVT-112

Regular attendance is expected at Field Placement.

A GPA of 2.0 is required for attending Field Placement and Graduation

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Field Placement Opportunities:

Due to the uniqueness of some areas of focus field placements may have to be a block placement outside of the regular academic schedule.

**VI. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal form part of this course outline.