



**I. COURSE DESCRIPTION:**

This course is a continuation of Fieldwork II. Fieldwork III is a Fourth semester course. Training will be at a higher level and students are expected to have good work habits and interpersonal communication skills. Students will consolidate the concepts obtained from the previous three semesters into this final field placement opportunity. Students will gain an understanding of the roles and responsibilities of both the employer and employee in regards to one's individual disabilities and barriers or challenges that may be faced. Specific learning outcomes are developed at the onset of the field placement, and students are evaluated on an ongoing basis with a midterm and final evaluation.

**II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the following abilities:

**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. Demonstrate appropriate work habits related to the type of employment setting.**

Potential Elements of Performance

- Demonstrate proper time management skills, i.e., arrive on time for work, complete tasks or assignments within the appropriate amount of time, utilize time on the job constructively.

- Follow instructions and ask for clarification when needed.
- Schedule personal appointments at other times.
- Request feedback related to progress at least once a week, i.e., “How am I doing?” and “What can I do to improve?”
- Show initiative by completing tasks or assignments without being asked (pending knowledge, experience and ability.).

**3. Actively participate as a team member.**

Potential Elements of Performance

- Actively participating in the organization/business/ or agency.
- Be open to constructive criticism.
- Show initiative and a willingness to help out.
- Contribute ideas and following through on any commitments made to the team or organization.

**4. Follow appropriate lines of communication within the field placement setting.**

Potential Elements of Performance

- Apply self-advocacy and self determination skills to identify and overcome barriers to employment
- Understand basic Rights & Responsibilities of both the employer and employee as identified within appropriate legislation or the Ontario Human Rights Code
- Understand various methods to accommodate one’s individual needs in the work place environment through discussions with field placement supervisor
- Deal with work issues/problems immediately.
- Have the knowledge of where and when to get assistance in work related matters.
- Use appropriate problem solving techniques that have been taught in seminar classes.
- Recognize and following the “chain of command”.

**5. Practice professionalism on the job.**

Potential Elements of Performance

- Adhere to the requirements of the ***Field Placement Guidelines and Expectations Manual***, as read in Field Placement Preparation Class by the ELO, and signed in agreement by individual students

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

An agenda book to keep track of assignment due dates.

Mandatory Field Placement Uniform.

Completed Health Form and Police Background Check

**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 84 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-128

A GPA of 2.0 is required to attend Field Placement and to Graduate

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.

**VI. COURSE OUTLINE ADDENDUM:**

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