

# SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

## COURSE OUTLINE

**Course Title:** OFFICE/SITE EXPERIENCE

**Code No.:** ARC 315-7

**Program:** ARCHITECTURAL AND CIVIL ENGINEERING TECHNOLOGY

**Semester:** SIX

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New: \_\_\_\_\_ Revision:  X

**APPROVED:**

*L.P. Dunnett*  
Dean of Engineering Technology

96-01-04  
Date

*AP 4 Jan-96*

**COURSE DURATION:** A minimum of 80 to maximum of 120 hours (1 day/week during 6th semester). This semester is 16 weeks, excluding the Winter Break. Students are not expected to attend their placement during the Break.

**PRE-REQUISITE:** Only students who have successfully completed all course requirements for the Architectural Technology or Civil Engineering Technology Programs (Semesters 1 through 5 inclusive) and who are eligible candidates for graduation may participate in the Office/Site Experience Course.

## **I. PHILOSOPHY/GOALS:**

Office/Site Experience placements are provided by local and area employers in the architectural/civil/construction/consulting engineering fields in either the public or private sectors. Graduating 6th-semester students participate as "employees" for a one-day-a-week placement for a minimum of 10 weeks to a maximum of 15 weeks (generally 12 weeks). There is no remuneration for Office/Site Experience.

Placements give students the opportunity to put classroom theory into practice and learn first-hand about the scope and variety of occupations available.

Students are assigned Office/Site Experience placements by Program Faculty. Assignments are based upon a review of student resumes, placement preferences, employer constraints, and available placement opportunities.

The College's Co-operative Education (Co-op) Office maintains student placement files and liaises with employers, faculty and students when necessary.

## **II. STUDENT PERFORMANCE OBJECTIVES/LEARNING OUTCOMES:**

UPON SUCCESSFUL COMPLETION OF THIS COURSE, THE STUDENT WILL BE ABLE TO:

- 1) apply, in a work setting, the skills and knowledge acquired and/or refined while studying Architectural Technology or Civil Engineering Technology at Sault College;
- 2) apply accepted business/industry practices and procedures;
- 3) demonstrate appropriate business conduct (i.e. regular attendance, punctuality, ability to maintain confidentiality, good grooming, and proper attire);
- 4) work effectively as part of an office/engineering team and independently with a minimum of supervision;
- 5) use effective written and oral communication, as well as skills in interpersonal relations;
- 6) use effective critical thinking, problem-solving, and decision-making techniques (exercise good judgment; taking initiative if appropriate or if presented with new situations);
- 7) demonstrate effective selection and use of engineering technology and equipment;

- 8) practise professional ethics and follow accepted industry standards;
- 9) demonstrate an awareness of the impact of technology on society;
- 10) identify and comply with industry occupational health and safety standards;
- 11) apply principles of physics and mathematics to the analysis of technical problems;
- 12) demonstrate computer literacy and surveying skills when given the opportunity.

### **III. COURSE REQUIREMENTS:**

#### **1. OFFICE/SITE EXPERIENCE COURSE ORIENTATION:**

Prior to starting placements, students must attend the orientation session scheduled by Faculty. Orientation is designed to review the Office/Site Experience Course Outline, College and employer expectations, thus enabling students to maximize learning experiences.

#### **2. ATTENDANCE:**

- a) Attendance while participating in Office/Site Experience is mandatory. Any absence must be reported to the employer and the Co-op Office prior to the start of the work day. Absences of 2 or more consecutive weeks due to illness must be supported by a medical certificate. Too many unexcused absences will result in failure.
- b) Architectural or Civil Engineering Faculty will schedule meetings for participating students to discuss and share with classmates and faculty their observations regarding placements. At the mid-way point, each student will give an oral introductory presentation of his/her placement and progress to date. At the conclusion of the placements, each student will give an oral report of the overall placement experience. Attendance at these sessions is mandatory.

#### **3. PLACEMENT CONFIRMATION:**

Students will acknowledge placement assignments with their resumes and letters of introduction to the employer. A copy of the resume and letter will be submitted to the Co-op Office. At least one week prior to the start of the placement, students will confirm placements by contacting their employer by telephone or a through a personal visit to the office. Students will enquire about reporting times, office locations, parking (if required), and appropriate business attire.

#### **4. WORK EXPERIENCE REPORTS:**

Students must complete two written (word processed) reports of their placement activities; one to be presented at the mid-point and the second at the conclusion of the placement. "Office/Site Experience Reports" provide useful records of the work experience. Reports must be submitted to the Co-op Office.

#### 5. LETTER OF THANKS:

Students will submit a card of appreciation or letter of thanks to their employer at the end of placement. A copy must also be filed with the Co-op Office.

### IV. EVALUATION METHODS

The immediate supervisor will complete a formal evaluation of the student's performance at or near the end date of the placement. The Co-op Office provides a standard evaluation form and the employer is required to discuss the evaluation with the student prior to authorizing the evaluation. Employer evaluations allow the student and the College to measure the success of placements. Students are responsible for ensuring that the evaluation is completed and submitted on time to the Co-op Office.

All academic credits are awarded by Architectural Technology or Civil Engineering Technology Faculty. Office/Site Experience credits are earned and awarded based upon the satisfactory completion of the above course requirements. Failure to complete any of these requirements will result in an "R" grade. Successful completion of all components of the course will result in a passing grade (either an A+, A, B or C based on the quality of the student's work and attendance record, employer evaluation, oral and written presentations). The following is the breakdown of the evaluation:

Letter of Introduction	5%
Attendance	10%
Oral Presentation (midpoint)	5%
Written Presentation (midpoint)	5%
Oral Presentation (conclusion)	15%
Written Presentation (conclusion)	25%
Employer's Final Evaluation	30%
Card/Letter of Thanks (conclusion)	5%
<b>Total</b>	<b>100%</b>

### SPECIAL NOTES:

#### 1. STUDENT PROGRESS:

Architectural Technology and Civil Engineering Faculty are concerned with and interested in student progress during placement. Students should contact the appropriate Faculty Member or the Co-op Office if they have any questions/concerns or if any serious matter affecting their work/welfare should arise.

#### 2. RIGHTS & RESPONSIBILITIES:

As representatives of Sault College, students are reminded the policies and procedures outlined in Sault College's "Student Rights & Responsibilities Handbook" are in effect during placement.

3. CONFIDENTIAL AND PROPRIETARY INFORMATION:

**All work is to be treated as highly confidential.** In business and industrial settings, details of clients or industrial processes may be of interest to competitors in the field. Students must, therefore, be aware of the company's policies regarding confidentiality and, as "employees", are expected to comply with their "employer's" policies.

In accepting a placement, the student agrees that information, data and research materials collected and prepared while an "employee" are the property of the "company". Authorization by the employer is required for the release of any information (especially regarding material presented in the student's oral and written reports).

4. DRESS:

Students must dress in appropriate business/industry attire. They must always adhere to Canadian Safety Standards, Industrial and Accident Prevention, as well as Occupational Health and Safety regulations.

5. SPECIAL NEEDS:

If a student requires accommodations under Special Needs, he/she should notify the appropriate Faculty prior to the start of the placement. This will help to ensure the student will be matched with an employer who can accommodate the student's needs.

