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Code No.**I. COURSE DESCRIPTION:**

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 4th-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.

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

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Apply, in a work setting, the skills and knowledge acquired and/or refined while studying.
2. Apply accepted business and 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).

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7. Demonstrate effective selection and use of engineering technology and equipment.
8. Practice 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.

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III. EVALUATION PROCESS/GRADING SYSTEM:

The immediate supervisor will complete a formal evaluation of the student's performance at or near the end date of the placement. A standard evaluation form is provided 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.

Civil/Architectural/Construction Engineering Technician Faculty awards all academic credits. Office/Site Experience credits are earned and 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%
Weekly Journal	10%
Oral Presentation (midpoint)	5%
Written Presentation (midpoint)	5%
Oral Presentation (conclusion)	5%
Written Presentation (conclusion)	5%
Employer's Final Evaluation	60%
Card/Letter of Thanks (conclusion)	5%

Total 100%

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 - 59%	1.00
F (Fail)	49% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field	

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U	placement or non-graded subject areas. Unsatisfactory achievement in field
X	placement or non-graded subject areas. 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.

IV. 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 703 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 *Student Rights and Responsibilities*. 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, as may be decided by the professor. 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.

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.

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ATTENDANCE

Attendance while participating in Office/Site Experience is mandatory. Any absence must be reported to the employer and the College prior to the start of the workday. A medical certificate must support absences of 2 or more consecutive weeks due to illness. Too many unexcused absences will result in failure.

Civil/Architectural/Construction 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.

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 College. At least one week prior to the start of the placement, students will confirm placements by contacting their employer by telephone or through a personal visit to the office. Students will enquire about reporting times, office locations, parking (if required), and appropriate business attire.

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.

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 College.

STUDENT PROGRESS

Civil Engineering Faculty is concerned with and interested in student progress during placement. Students should contact the appropriate faculty member or Dean's office if they have any questions/concerns or if any serious matter affecting their work/welfare should arise.

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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.

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).

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.

V. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor.

VI. 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.