



**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.

**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.

**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).
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 engineering problem solving and mathematics to the analysis of technical problems.
12. Demonstrate computer literacy and surveying skills when given the opportunity.

### **III. TOPICS:**

1. Course Introduction
2. Procedures
3. Journal/Logbook
4. Reporting

### **IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

None required.

## V. 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/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 F grade. Successful completion of all components of the course will result in a passing grade (either an A+, A, B, C or D based on the quality of the student's work and attendance record, employer evaluation, oral and written presentations).

The following semester grades will be assigned to students:

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

**VI. SPECIAL NOTES:**Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services 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.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *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.

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/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.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.