

I. COURSE DESCRIPTION:

Career Experience work placement is provided by local employers and organizations. Through the work placements, students are able to put classroom theory into practice and learn first-hand about the scope and variety of occupations available.

Students are assigned their Career Experience placements by the program faculty. The assignments are based upon a review of student resumes, placement preferences, employer constraints and the 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 during the course of study at Sault College.
2. Problem solve and take initiative when presented with new situations.
3. Work independently with a minimum of supervision.
4. Demonstrate appropriate business conduct; i.e. regular attendance, punctuality, good grooming and ability to work with others.

III. COURSE REQUIREMENTS/TOPICS:

(Students MUST be enrolled in the Kitchen Assistant Program)

1. **Attendance:**
Mandatory attendance while participating in Work Placement (Career Experience) is essential. Any absence may require a medical certificate and missed days scheduled. The student must contact both the employer and the Hospitality faculty member to report an absence prior to the start of the work day.

2. **Placement Confirmation:**
Students will acknowledge their placement assignment with a resume and letter of introduction to the employer. A copy of the letter of introduction is to be filed with the Hospitality faculty. At least one week prior to the start of the Work Placement (Career Experience) program, each student will confirm the placement by a telephone call or personal visit.
3. **Letter of Thanks:**
Students are to forward a card or letter of thanks to their "employer" at the end of the Work Placement. A copy of the letter of thanks should also be filed with the Hospitality faculty.
4. **Evaluation Methods:**
Evaluations are conducted by employers who are required to complete one evaluation of each student "employee". A standard evaluation form will be provided and employers are required to discuss the evaluation prior to signature. The evaluation allows both the student and the College to measure the success of the work placement.
5. **Student Progress:**
The Hospitality faculty are concerned and interested in student progress during work placement. Students should contact the faculty members if they have any concerns, or if any serious matter affecting their work or welfare should arise.
6. **Dress Code:**
Students must dress in appropriate attire; i.e. clean whites, proper footwear, hat, apron, etc.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

None

V. EVALUATION PROCESS/GRADING SYSTEM:

Observation of Work Hours:

- Attendance
- Appropriate Groom and Dress
- Compliance with Company Rules 15%

Safety Habits:

- Interaction with Co-Workers
- Ability to Learn Required Tasks 15%

Knowledge of Work:

- Quality of Work
- Quantity of Work 15%

Work Rhythm (pace)

- Ability to Correct Errors
- Appearance of Work Station 15%

Operation & Care of Equipment

- Attention to Duties
- Decision Making (as applied to job) 12%

Job Flexibility:

- Accepts Direction from Others
- Attitude Toward Supervisor
- Amount of Supervision Required 16%

Reaction to Frustration:

- Effectiveness Under Stress
- Adjust to and Accepts Changes 12%

TOTAL 100%

The following semester grades will be assigned to students in postsecondary courses:

<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% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
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:

Dress Code:

All students are required to wear their uniforms while in the Hospitality and Tourism Institute, both in and out of the classroom.

Without proper uniform, classroom access will be denied

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.

VII. COURSE OUTLINE ADDENDUM:

1. 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.

2. 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.

3. 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. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

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

Substitute course information is available in the Registrar's office.

4. Accessibility 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 Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

5. Communication:

The College considers ***Desire2Learn (D2L)*** 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 this Learning Management System (LMS) communication tool.

6. Academic Dishonesty:

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.

7. Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of November (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

8. Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

9. Recording Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.