



**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 &amp; 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.	

If a faculty member determines that a student is at risk of not being academically successful, the faculty member may confidentially provide that student's name to Student Services in an effort to help with the student's success. Students wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

#### 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:

The provisions contained in the addendum located in D2L and on the portal form part of this course outline.