

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** WORK PLACEMENT I and II

**CODE NO. :** KAP104 and KAP114      **SEMESTER:** ONE & TWO

**PROGRAM:** KITCHEN ASSISTANT

**AUTHOR:** GLEN DAHL

**DATE:** WINTER 2007      **PREVIOUS OUTLINE DATED:** FALL 2005

**APPROVED:**

	_____	_____
	<b>DEAN</b>	<b>DATE</b>

**TOTAL CREDITS:** 10

**PREREQUISITE(S):** NONE

**HOURS/WEEK:**

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*For additional information, please contact Rick Wing, Dean,*  
*School of Continuing Education, Contract Training and Hospitality*  
*(705) 759-2554, Ext.2405*

**I. COURSE DESCRIPTION:**

Course Hours: 22

Work Placement is every Thursday of each week (November 11, 2004 – April 15, 2005; excluding Christmas Break and Mid-winter study break (in February))

Career Experience work placement are 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". The Placement Office provides a standard evaluation form 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	49% and below	

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. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual – Deferred Grades and Make-up</i> ).
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.
W	Student has withdrawn from the course without academic penalty.

## VI. 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 E1204 or call Extension 493, 717, or 491 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/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.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. 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.