
Course Name

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

Students will be placed in a commercial or government GIS or remote sensing workplace where they will experience and participate in the day - to- day functions and activity. Their work habits, skills and performance will be evaluated and they will complete a technical report of a specific aspect of their work.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Successfully integrate into and perform an appropriate GIS/RS/GPS job function in an operational work setting:

Potential Elements of the Performance:

- Accept a prearranged placement, make contact with the supervisor, arrange for a start date and time and arrive to begin work.
- Accept and perform work function as assigned to a maximum of 40 hrs./week for a four week period with hours and other details to be worked out with the supervisor
- Demonstrate appropriate work ethic and skill level to supervisor and co-workers
- Use the opportunity for networking to advantage in obtaining an appropriate job after the placement is completed
- Discuss and learn from the supervisor's performance evaluation at the end of the work term

2. Submit a technical report on an agreed to technical aspect of your fieldwork placement.

Potential Elements of the Performance:

- Discuss potential topics for a technical report with your supervisor in the first week of the placement
- Discuss and seek approval for the report topic with the GIS Coordinator at the college
- Prepare and submit the technical report following the guidelines provided later in this course outline (see evaluation section) within one week of completion of the workplace placement

Course Name

Code No.

III. TOPICS:

1. Work placement in an operational setting in GIS/RS
2. Technical Report on a Specific Aspect of the Work being Performed.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Students are responsible for their own travel and accommodation costs during the fieldwork placement (if any). Acceptable locations will be worked out with the student prior to setting up the placement. Students will need access to a computer that can produce a quality technical report incorporating appropriate computer graphics.

V. EVALUATION PROCESS/GRADING SYSTEM:

Employer's Evaluation of Work Performance -	70%
Technical Report (see requirements below)-	<u>30%</u>
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%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory 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 & Procedures Manual - Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript	

Course Name

Code No.

preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.

Guidelines and Evaluation for Technical Reports:

The technical report forms an integral part of the learning in any field placement. It is an opportunity for the student to look at a subject in detail and to report on how the software and technology used in a specific aspect of GIS/RS/GPS is used and to relate it to their prior learning. In addition, the report is an opportunity for the student to gain practice in the reporting process, an integral aspect of most positions in these times of accountability and continuous communication.

The technical report should be organized in a way that allows the writer to convey their message in a clear and understandable manner. Generally the sections will follow the following with marks for each section identified in brackets. A **title page** and **table of contents** are expected.

Summary (5) - Do an overview of the report by stating the important aspects of the purpose, method, findings and recommendations. This should be about 1/2 of a typed page but needs to be very well worded.

Introduction/Purpose (10) - Introduce the reader to the topic, when, where, why and what was done. Clearly state the purpose of the report.

Method (5) - Clearly state what was done and how, but **do not** give instructions to the reader. This section should be thorough but as short as possible.

Results (20) - This section is generally in the form of tables, graphs and other figures (i.e. of a GIS nature). It might include examples of the product produced (i.e. the work that you did). Tables and figures are to be given numbers and complete titles, the latter of which should be self-explanatory to the reader (i.e. without reading the text). Units if applicable, are to be included. All maps are to be complete with scale, legend, direction etc. etc. Organization of this section will take some time.

Discussion (30) - This is the most important section as it is here where you are going to comment on **what** you were able to accomplish and how. Was it easy or hard? Are there better ways? **What** other software might have done the job faster, easier or more efficiently? **What** limitations were placed on you by the hardware available? Please refer to any books, Internet sites etc. you used in arriving at your comments. This section must be thorough, organized and clear. It is in this section where it becomes clear to the reader whether you have researched and understand your topic well.

Course Name

Code No.

Conclusions and Recommendations (10) - State what you learned and why you came to the comments you have made. Clearly state the recommendations you have for the host organization for similar future projects.

References (5) - References used in the text are to be properly listed using the author and year system. If you need help with this, please inquire before going out on the placement.

Appendices (5) - Appendices are put at the end to allow you to include background information or supporting documentation for the main body of the report. Each appendix is to be numbered and given a complete title.

Overall Quality (10) - While each section will suffer if the report is not done in an appropriate manner, 10% of the mark is reserved for the overall quality. Things to be considered here are the graphics and print quality, the literary style and quality (absence of typos, sentence structure problems etc.), organization, the overall appearance and the technical quality of the report content (thoroughness, knowledge and accuracy).

Penalty for Lateness: The technical report is to be shipped to Harvey Robbins, the GIS Program Coordinator, preferably by courier, no later than one week after completion of the field placement (four weeks after the start of the placement). For a delay of each working day, there is a 10% penalty applied to the grade received.

Reports may also be e-mailed to: Harvey.Robbins@saultc.on.ca but must be in Microsoft word (95 or 98) format. All illustrations must be in a form that can be opened using standard Microsoft software (i.e. **not** GIS specialized software).

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.

Course Name

Code No.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.

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.

<include any other special notes appropriate to your course>

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

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.