

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

Sault Ste. Marie, Ontario

COURSE OUTLINE

Course Title: Field Work I

Course Code No.: ADV 309-10

Program: Advertising Art & Graphic Design

Semester: Five

Date: September 1990

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New: _____ Revision: XXXXX

Approved: *N. Koch*
Dean, School of the Arts & General Education

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ADV 309-10: FIELD WORK I

GOALS AND OBJECTIVES

Field Work takes the third year level student from the classroom/studio setting to "real-life" workplace settings and/or situations. In addition to practicing skills and knowledge attained in the classroom/studio, students will experience the demands of the workplace, where deadlines, work performance and most importantly, work attitude, can mean the difference between getting a job or not getting one.

Generally, the objectives of Field Work experience in third year are:

- *application of certain skills and knowledge attained in the classroom/studio, according to the needs of a specific placement site or situation*
- *development of initiative and maturity by assuming responsibility in a work setting*
- *development of a positive work attitude, whatever the project(s) assigned, in preparation for the reality of real-life work settings*
- *development of the student's awareness to the needs and expectations of potential employers by exposure to them*
- *feedback regarding strengths and/or areas needing improvement re student's employment potential in the "real" world*

SYLLABUS

Students are assigned to specific contact supervisors at placement sites by the Field Work Co-ordinator, in liaison with supervising Faculty, based on an assessment of the student's "suitability" to a particular site. The student's suitability is determined by attempting to match the student's studio skills, work attitude, and if at all possible, the student's area of interest, to the needs of a particular placement site.

Generally, one full day per week per semester is assigned and scheduled as a work experience placement day. Students are expected to attend the placement day according to the site's established working hours, or in special cases, as required by the supervisor. Students are expected to be punctual and to attend regularly (see EVALUATION section re attendance requirements).

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Students are required to submit a weekly placement report, reporting on the specific project(s) assigned and completed each week (in as much detail as possible). Each report must be verified by the contact supervisor (via signature) and submitted to the Field Work Co-ordinator on a weekly basis.

Re absences: the student must notify the contact supervisor as far in advance as possible if he/she is going to be absent or late. A weekly progress report is required for absent weeks - the student will simply indicate on the form that he/she was absent on that particular date.

At the beginning of each semester, students must contact their assigned contact supervisors before the first placement date to introduce themselves and to confirm the first meeting date and time. A relevant portfolio will accompany the student to the first meeting. In some cases, supervisors wish to meet the students ahead of time.

Students who experience problems with supervisors should contact the Field Work co-ordinator immediately.

EVALUATION

*One third.....Attendance **
One third.....Work attitude
One third.....Project

**Maximum of 3 placement days absent will be tolerated;
over 3 placement days absent = R Grade**

Outstanding in 3A
Outstanding in 2B
Outstanding in 1C
Incomplete.....I
Repeat.....R

The contact placement supervisor provides a written evaluation at the end of the semester. The written evaluation plays a large part in the final grade for Field Work, which is assessed by the supervising Faculty.