



**I. COURSE DESCRIPTION:**

This course is designed as a co-requisite to Practicum. The seminar is intended to support and enhance the students' learning and growth within their placement setting. Within an atmosphere of trust and respect, students will have the opportunity to share experiences, resources, strengths and challenges. Toward this end, students will be required to share their experiences from their placement site. General professional issues will also be reviewed and discussed. Demonstrated evidence of integration of vocational outcomes is expected as students prepare for entry level positions.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. Demonstrates ability to define and articulate an effective learning plan

Potential Elements of the Performance:

- Articulate the value of developing well defined learning objectives
- Differentiate between well defined and poorly defined learning objectives
- Identify when and how learning objectives should be reviewed or reconsidered
- Demonstrate ability to access resources for developing learning objectives and for further study

2. Demonstrates understanding of importance of initial placement orientation

Potential Elements of the Performance:

- Discuss importance of first impressions
- Identify key elements of an effective orientation
- Define parameters of student in a community setting

3. Demonstrates ability to maintain and apply knowledge, skills and attitudes related to professional behaviour

Potential Elements of the Performance:

- Define the meaning of professionalism
- Identify and explain key components of professional behaviour including dependability, initiative and organization
- Discuss the importance of professional behaviour in fitness and health promotion settings

4. Demonstrate understanding and ability to manage conflict in a workplace setting

Potential Elements of the Performance:

- Analyze and discuss types and causes of conflict
  - Identify various conflict management styles
  - Demonstrate general conflict resolution and management strategies
5. Demonstrate written, verbal and non-verbal skills necessary to seek employment in the field of fitness and health promotion

Potential Elements of the Performance:

- Identify key components of an effective resume
- Identify key verbal and non-verbal communication related to the interview process
- Demonstrate ability to successfully prepare for an interview
- Identify key sources for employment search

### **III. TOPICS:**

1. Resume Writing
2. Professional Behaviour
3. Workplace Orientation
4. Conflict Management
5. Interview Skills & Employment Preparation

### **IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Readings as Assigned

### **V. EVALUATION PROCESS/GRADING SYSTEM:**

*Assignment #1 – 30% Resume*

*Assignment #2 – 15% Professionalism*

*Assignment #3 – 10% Conflict Management*

*Assignment #4 – 25% Interview*

*Assignment #5 – 15% Learning Plan*

*\*Participation Mark – 5% (refer to special notes under attendance)*

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
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:

### 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.

There is 5% you can earn towards your final grade for participation and attendance in this course. To earn the 5% you must attend all classes and respectfully listen and participate in classroom discussion and activities.

Each class missed will result in a 1% deduction, therefore 5 missed classes will result in a participation mark of 0%.

## VII. COURSE OUTLINE ADDENDUM:

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