



**I. COURSE DESCRIPTION:**

This course consists of on-the-job work experience designed for all third year Computer Studies students who have met the program requirements. The focus of the work experience is to provide students with hands-on computer experience in a company, or government agency that performs job functions relevant to the student's course of study.

The placement gives the student the opportunity to apply their academic backgrounds and abilities, as well as broaden their knowledge base through additional job duties performed at their placements in a practical computing environment. The student's perform their duties in a well supervised atmosphere, adhering to the company's policies and procedures, and hours of operation.

The Computer Work Placements are unpaid, however, many students go on to secure a full time position or contract position with their work placement employers. Others obtain valuable letters of reference, and are able to add their new experiences gained from work placement to their resumes. The course becomes a stepping stone for the student, taking them from the academic computer curriculum, to preparing them for the real world computer job market.

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

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

1. Articulate a good understanding of the work experience.
  - Potential Elements of the Performance:
    - Explain job duties and assigned project responsibilities.
    - Understand whom to report to when problems arise.
    - Understand who is involved in their project area, and what each participant is responsible for.
    - Understand their work hours, dress code, and sick day reporting.
    - Set goals related to assigned duties.
    - Complete a daily log for reference and reporting purposes.
2. Successfully interact in the computing environment with individual staff and staff groups.

- Potential Elements of the Performance:
  - Participate in the day to day operation of the computing department.
  - Interact professionally with company personnel.
  - Effectively utilize any learning resource materials available.
  - Adhere to the company's security policies.
  - Apply organizational and time-management skills.
  - Contribute to work-team/staff meetings.
  
- 3. Apply previously/currently studied computer knowledge and skills to situations as assigned by the work placement.
  - Potential Elements of the Performance:
    - Complete any reports/documentation as required.
    - Demonstrate to their employers and themselves through assigned work, what capabilities and potential they have to offer to be valued as an asset.
  
- 4. Maintain a Work Diary
  - Potential Elements of the Performance:
    - Complete a daily diary of work activities. The diary will be dated and include a summary of the days work activities.
    - Explain and present the daily diary summaries verbally in detail using any required props (PowerPoint, overhead, chalk board, etc.).
  
- 5. Job Search Techniques and Interview Skills
  - Potential Elements of the Performance:
    - Refine interview skills and practice mock interviews
    - Participate in guest speaker sessions.
    - Complete a final resume based on all course related knowledge, and related work and work placement skills.
    - Perform regular job market searches.
  
- 6. Define Work Environment (Physical and Corporate Environments)
  - Potential Elements of the Performance:
    - Discuss work place issues, such as employee conflicts, communication issues and access issues.
    - Participate in round table discussions for workplace related

issues.

- Present the corporate computing environment, both software and hardware.

### **III. TOPICS:**

The topics are uniquely determined by each individual work placement employer. Job descriptions are submitted in the fall semester to be perused by each student to give them an idea of what type of work and duties will be expected of them at that placement. There will be placements for each program area, and in some cases there may be overlaps in program areas, which means ie. a programming student and computer engineering student may be competing for the same placement.

**IV. REQUIREMENTS:**

- In some cases the employer will require interviews to select the student(s) for the placement.
- In the event that the employer does not require an interview to select a student(s) for the placement, the college reserves the right to have the faculty in the department select the students based on:
  1. GPA
  2. Student work ethic/personality/suitability
- There will be a faculty member assigned to each student on placement to monitor their progress. Also, in the event of any problems or conflicts that might arise at the placement, the student must contact this faculty member right away to resolve any difficulties.
- Each student must attend no less than 90% of their placement days. Any student who does not meet this requirement is automatically assigned a 'U' grade and must repeat the work placement component of the program. Any special circumstances will be reviewed by the Chair of the department.
- Students are expected to follow work placement dress codes.
- Students are expected to work the hours assigned by the employer in the day ie. 9:00 – 5:00 1 hour lunch break.
- Students must follow the policies and procedures of the company or agency as explained to them by their assigned supervisor.
- If the need arises due to special circumstances, the student may be assigned to a new placement. Situations such as Union contract unrest (strikes), the Company goes into bankruptcy. The situations are very rare, however, if the situation does originate, the student will be reassigned to a new placement under the guidance of the Dean and the program coordinator.

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

The work placement is assigned an **'S' or 'U' grade**. ('S' = satisfactory completion of requirements; 'U' = unsatisfactory completion of requirements which means the student must repeat the work placement component of the program)

- The students will go through two evaluation processes with their supervisor and their successful completion of the course is based on the satisfactory results from both evaluations. The satisfactory level to achieve is a score of 75% or greater.
- Students will also be expected to complete a daily log of their job duties throughout the semester and submit it to the faculty member as required.
- Students will hand in a word processing document that outlines what their work environments included, what new technologies they were involved with, how effective the placement was. Details on the report format will be given to the student near the beginning of the placement.

Students should keep some form of log book that tracks their daily activities while on placement. This will become a valuable tool for completing the final report, as well as a tool for answering the supervisor type questions, such as "what have you been doing for the past month?"

**VI. SPECIAL NOTES:**

The following are a list of rules/guidelines you should follow in order to make your work placement a worthwhile experience for you, your employer, and the college. Keep in mind that work placements can lead to full time or part time job opportunities at the end of the placement. As well, your work placement can lead to other job opportunities through your placement by employer recommendations.

Follow these rules below closely to maximize your educational value from your work placement experience:

1. Keep in mind you are a trainee on this placement.
2. Hold yourself responsible for your professional conduct.
3. Should be willing to always increase your professional competence and to willingly share your knowledge with others in your profession.
4. Work cooperatively with other persons having regard for their areas of competence.
5. Use clear communications methods when expressing your views on findings, opinions and professional conduct of colleagues.
6. Respect confidentiality.
7. Find out as much as you can about your work placement setting, its policies, functions, and general philosophy, taking care to ask pertinent questions.
8. Don't be afraid to ask staff for guidance.
9. Be polite, courteous, and attentive.
10. Be careful about being openly critical. You are a student learning, not someone there to access the merits of the work area.
11. Any problems encountered in your placement should be addressed right away with your contact faculty member. Don't get into open confrontations.
12. Make sure you are always punctual.

If you must be absent from the work placement, inform your supervisor (well in advance if possible) and inform your faculty contact.

**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:**

1. 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.
2. 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.
3. Prior Learning Assessment:  
Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

4. Accessibility Services:  
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.
5. Communication:  
The College considers ***Desire2Learn (D2L)*** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of this Learning Management System (LMS) communication tool.



6. Plagiarism:  
Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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.
7. Tuition Default:  
Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of November will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.
8. Student Portal:  
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.
9. Electronic Devices in the Classroom: Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.