COURSE OUTLINE

CSE340

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Course Code: Title	CSE340: WORK PLACEMENT
Program Number: Name	2091: COMPUTER - PROG/ANAL
Department:	COMPUTER STUDIES
Semester/Term:	18W
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 students 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 students perform their duties in a well supervised atmosphere, adhering to the companys 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. |
Total Credits:	15
Hours/Week:	3
Total Hours:	45
Prerequisites:	CSD318
Vocational Learning Outcomes (VLO's): **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2091 - COMPUTER - PROG/ANAL** #9. Develop and maintain effective working relationships with clients. #10. Articulate, defend, and conform to workplace expectations found in information technology (IT) environments. #11. Contribute to the successful completion of the project applying the project management principles in use.
Essential Employability Skills (EES):	#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. #2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.

	#4. Apply a systematic approach to solve problems. #6. Locate, select, organize, and document information using appropriate technology and information systems. #7. Analyze, evaluate, and apply relevant information from a variety of sources. #8. Show respect for the diverse opinions, values, belief systems, and contributions of others. #9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. #10. Manage the use of time and other resources to complete projects. #11. Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Satisfactory/Unsatisfactory
Other Course Evaluation & Assessment Requirements:	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?
Evaluation Process and Grading System:	(see table below)

Evaluation Type	Evaluation Weight
Employer Evaluation 1	25%
Employer Evaluation 2	25%
Log Book	25%
Workplacement Report	25%

Course Outcomes and Learning Objectives:	

Course Outcome 1.

Articulate a good understanding of the work experience

Learning Objectives 1.

- 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

Course Outcome 2.

Successfully interact in the computing environment with individual staff and staff groups.

Learning Objectives 2.

- 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.

Course Outcome 3.

Apply previously/currently studied computer knowledge and skills to situations as assigned by the work placement

Learning Objectives 3.

- 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.

Course Outcome 4.

Maintain a Work Diary

Learning Objectives 4.

- Complete a daily diary of work activities. The dairy 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.).

Course Outcome 5.

Job Search Techniques and Interview Skills

Learning Objectives 5.

- 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.

Course Outcome 6.

Define Work Environment (Physical and Corporate Environments)

Learning Objectives 6.

- 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.

Course Outcome 7.

Requirements

Learning Objectives 7.

- 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:
- GPA
- 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.

Date: Monday, December 18, 2017

Please refer to the course outline addendum on the Learning Management System for further information.