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Course Name

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

This course will allow the Multi-media Web Design student to experience working in an electronic studio. This time at a industry related site will aid the student in developing more practical skills in Multi-media Web Design and facilitate the transition to the workplace. Students will gain practical knowledge and experience in a commercial setting.

Every effort will be made to place student locally during the month of May. Students do have the choice and are encouraged to source out field placement opportunities in other Canadian communities

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

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

1. Demonstrate an ability to apply certain skills and knowledge attained in the classroom/studio, according to the needs of a specific placement site or situation

Potential Elements of the Performance:

- Demonstrate an ability to translate classroom "theory" to a practical application in the workplace

2. Demonstrate the development of initiative and maturity by assuming responsibility in a work setting

Potential Elements of the Performance:

- Demonstrate an ability to learn and grow within the framework of the work setting

3. Demonstrate the development of a positive work attitude, whatever the project(s) assigned, in preparation for the reality of real-life work settings

Potential Elements of the Performance:

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Course Name

---

Code No.

- demonstrate the ability to complete assigned tasks satisfactorily within a workplace setting.
  - demonstrate an ability to accept constructive criticism and take direction from an employer
  - demonstrate organizational skills such as scheduling, prioritizing, planning, and time management.
  - demonstrate the ability to work within project restrictions and time limitations.
4. Demonstrate the development of the student's awareness to the needs and expectations of potential employers by exposure to them

Potential Elements of the Performance:

- demonstrate an awareness of the needs and demands of today's workplace
- demonstrate an ability to analyse their own strengths and weaknesses to help define a career path or area of speciality.

**III. TOPICS:**

1. Workplace etiquette ( punctuality, attendance, demeanour etc.)
2. Work experience
3. Portfolio presentation practice
4. Self analysis, acceptance of criticism

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 Course Name

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 Code No.

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

Students should be prepared to accept additional costs as expected from working at a placement site. Additional costs can include but are not limited to travel to worksite, food, accomodation if placement is outside of Sault Ste, Marie area.

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

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 &amp; Procedures Manual – Deferred Grades and Make-up</i> ).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

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 Course Name

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 Code No.
**Fieldwork Evaluation:**

Fieldwork requirements will constitute 100 % of the students' final grade in this course and evaluated according to the following, and in accordance with college policies ( as noted above).

<b>FIELDWORK REQUIREMENT</b>	<b>Percentage breakdown</b>	<b>Percentage of total mark</b>
Attendance	10% Fieldwork	10 %
Supervisor Evaluation		50 %
Assignments	30 % daily logbook 10 % self evaluation	40 %
<b><u>TOTAL</u></b>		100 %

**ATTENDANCE: 10 %**

- 80 % attendance in Fieldwork is mandatory.
- Two days absent from fieldplacement site will be tolerated. The student must inform the employer of absent days..
- The student will be given points for attendance for Fieldwork (maximum 10 points) according to the following:

<b>ABSENCES</b>	<b>POINTS</b>
0	10
.5	09
1.0	08
1.5	07
1.0	06
2.5	05
3.0	04
3.5	00 ( R GRADE)

- A student who is late for a Field placement day will be assessed a half day's absence.
- A student who fails to report that he/she will be absent to the placement supervisor or Fieldwork co-ordinator will be assessed a double absence for that placement date.

Course Name

Code No.

**SUPERVISOR EVALUATION: 50 %**

- The placement supervisor's evaluation of the student's overall performance plays a major part in the overall evaluation. Please refer to the Student Evaluation Form for evaluation by the placement supervisor, according to the following:

OVERALL PERFORMANCE	POINTS
Superior	50
Very Good	40
Satisfactory	30
Marginal	25
Unsatisfactory	00

- It is the student's responsibility to ensure that the Fieldwork supervisor completes the evaluation form and returns it to the student or to the Fieldwork co-ordinator by the deadline date established by the co-ordinator for the semester. A late evaluation form will drop the points by one full category (e.g. Very Good = 35 points down to Satisfactory = 30 points). A missing evaluation form = Incomplete = R grade.

**ASSIGNMENTS: 40 %**

The student will be assessed points (maximum total 40) for assignments according to the following:

ASSIGNMENT	POINTS
Daily logbook	30
Self Evaluation	10

**Daily Logbook (30 %)**

- The student is required to complete a daily logbook entry, documenting all projects/ activities completed in placement. The report must be verified by the placement supervisor (via signature and comments) and submitted to the Fieldwork co-ordinator at the end of the work placement term. The report will be considered incomplete (missing) unless verified (signed) by the Placement Supervisor. The student should encourage supervisors to write

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Course Name

---

Code No.

comments on each logbook entry. The logbook should be a comprehensive and detailed accounting of the student's time in the placement site.

- The logbook will be evaluated (total 30 points) for content i.e. higher points for more comprehensive reports. Late reports will result in lower points. A missing report = 0 total points. Late submission of a report (after established semester end deadline) = 0 total points.

### **Self Evaluation (10 %)**

- It is important to self evaluate your performance to help you indicate what areas of skill you want to improve upon as well as encourage yourself for a job well done. Students will be required to write a short self evaluation of their performance at the work placement site. This evaluation does not need to be shared with the employers but need to be submitted to the fieldwork co-ordinator at the end of the field placement term along with the daily logbook.
- The self evaluation will be graded as 10% of the final grade. The student will receive 10% if it is complete and will receive 0% if it is not complete. No judgement or evaluation will be made on the content of this document. It is intended for student personal growth only.

<b>Out of town placement sites</b>
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Students are encouraged to use field placement as an avenue to find work in other communities. If a student wished to relocate back to their hometown or to another community it will be the responsibility of the student to research a minimum of 3 possible placement sites within that locality. The student must give a listing of these sites to the fieldwork co-ordinator by the established deadline so that contact can be made with these companies and arrangements for a suitable fieldwork placement can be negotiated. It will be the students responsibility to cover any additional personal costs associated with finding a placement site in another community.

At the end of the two week placement term documentation must be transmitted via courier, mail, or electronic transfer to the fieldwork co-ordinator for proper evaluation of the students performance. Failure to supply the fieldwork co-ordinator with all required documentation will result in a R grade.

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Course Name

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Code No.**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.

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.

Plagiarism

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. 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, as may be decided by the professor. 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.

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.

**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:

- transcript and course descriptions/outlines from another institution.
- interview and portfolio presentation.



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Course Name

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Code No.**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.