SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: FIELDWORK PLACEMENT (Economic Development)

CODE NO. : NSA 234   **SEMESTER:** FOUR

PROGRAM: NATIVE COMMUNITY WORKER

AUTHOR: NATIVE EDUCATION DEPARTMENT

DATE: JAN/01   **PREVIOUS OUTLINE DATED:** JAN/00

APPROVED:

_____ _____
                   DEAN   **DATE**

TOTAL CREDITS: 25

PREREQUISITE(S): N/A

LENGTH OF COURSE: 16 weeks   **TOTAL CREDIT HOURS:**

I.   COURSE DESCRIPTION:

There are several significant hands-on experiences which enhance academic learning. The opportunity to apply acquired skills and to be exposed to the working environment is critical to the successful completion of a balanced education. Graduates of Native Economic Development specialization of the Native Community Worker Program will become a part of this growing field which works to benefit members of the urban and on First Nation communities. The placement experience should be marked by increased self-initiative and active participation on the part of students.

Students will be placed in local Native and non-Native businesses for four working days per week for a fourteen week period. During this time, they will actively participate as a team member, within guidelines set by fieldwork supervisors. Students in the Native Economic Development specialization of the Native Community Worker program will be exposed to the existing network of community and economic development.

II.   LEARNING OUTCOMES:

There are two categories of learning outcomes to be addressed during the fieldwork placement experience.

When you have earned credit for this course, you will have reliably demonstrated an ability to:

CORE: (All of the following must be completed)

1.   Communicate clearly, concisely and accurately in the written, spoken and visual form that fulfils the purpose and meets the needs of the workplace.

2.   Apply interpersonal skills in an appropriate and effective manner.

3.   Adopt and implement effective work management skills.
       --Identify =>Prioritize =>Organize =>Implement work plan

4.   Encourage respect and sensitivity for individual self-determination, dignity, rights, lifestyle choices and diverse cultures.

5.   Adapt to the interpersonal dynamics of the workplace:
        1. Collaboration with co-workers.
        2. Relationship with supervisor.
        3. Self-initiative and discipline.

6.   Utilize the skills of self-initiative and discipline within the placement setting.

ELECTIVES: Many students, through life experience, have gained competency in many of the areas identified by the following Learning Outcomes. In addition, not all placements are able to provide opportunity for all the Learning Outcomes listed below. Keeping this in mind, the student and the placement supervisor will decide on fifteen (15) of the following Elective Learning Outcomes to be completed during the semester.

**The electives chosen should be agreed upon by the fieldwork supervisor and the student by the end of the second week of placement. Electives chosen should meet the needs of the students, the placement and fall within the opportunities offered in the particular placement. After electives are agreed upon, student should prepare a document listing the Core Outcomes and the Elective Outcomes chosen and distribute copies to Placement Supervisor, Seminar Professor and self by the third Seminar class.

1.   Provide current and accurate information and education to community members regarding social trends, government funding and business funding programs available.

2.   Utilize computer hardware and software and various other technological tools appropriate and necessary to the performance of work related tasks.

3.   Connect and consult with appropriate professional resources to develop a networking contact system.

4.   Complete a workplace business plan and/or proposal with supervisor's direction and input. (This counts for 2 electives)

5.   Plan and facilitate group meetings, information sessions or community meetings.

6.   Provide problem-solving, goal setting and decision making techniques in conjunction with co-workers and supervisors.

7.   Adapt interpersonal communication skills to meet the need of effective listening, reading, speaking and writing, observing and presenting within the community and agency.

8.   Develop and/or acquire for the placement a compilation of Anishinaabe Community Development resources and/or Native community contacts relevant to the agency.

9.   Observe or participate in committee/board meetings as a team member/resource person and debrief with your supervisor.

10.   Observe or participate in staff meetings and debrief with your supervisor or other colleagues.

11.   Prepare, organize and develop a group activity/event (appropriate to the needs of the agency) to be approved by your supervisor and run the activity/event.

12.   Recognize and discuss how your own value system affects you in the workplace and the impact on others.

13.   Manage the use of time and other resources to attain project-related goals in the workplace.

14.   Define the parameters of your competency and develop a pan to expand your skills in the workplace, with your supervisor.

15.   Identify and provide your supervisor with documentation determining the designated tasks and services needed by community members, customers or agencies to address a specific need.

16.   Create a database of First Nation community members who have developed or worked in the Community Economic and Development field.

17.   Provide members of the community with activities, which seek to develop the economy of a community and to improve the quality of life for the benefit of its members. (This counts for 2 electives)

18.   Develop a community profile, a complete description of the location, population, services, facilities (financial, medical, educational and utilities) and contact names and numbers of municipal and economic development personnel and employees. (This counts for 2 electives)

19.   Gather information about existing social and economic life in the community.

20.   Analyze a community, base your work on the shared purpose and common
         goals of the agency and include the geographic, heritage and cultural values
         shared among the community members. (This counts for 2 electives)

21.   Participate in strategic planning with the agency and community members.

22.   Coordinate or assist in conference planning, seminars, workshops, newsletters
        and/or bulletins within the workplace.

23.   Recognize and analyze present sustainable Community Development that
        community residents participated in that are compatible with the natural
        environment, acceptable socially and culturally and that were economically
        feasible. (The counts for 2 electives)

24.   Assist while working with consultants and organizations (e.g. Economic
        Development Officers and Economic Development Committees) on projects and
        activities.

25   Interpret and analyze existing social and economic data.

26.   Create a budget and justify the numbers for both income and expenses.

27.   Research possible funding sources, Federal, Provincial, Philanthropic, which
        could provide funding for the agency or community.

28.   Complete a financial statement reflecting income and expenditure for the month.

29.   Create a long-range capital expenditures plan, which takes into account
        changes in trends, ageing equipment and/or facilities.

30.   Review agency policies and procedures to identify areas of omissions or that are
        in need of revisions.

31.   Review the Health and Safety Act and labour laws pertaining to #30

32.   Create a list of Government Acts/Policies pertaining to the agencies mandate.

33.   Create a performance assessment form or method that evaluates performance of staff, which clearly outlines strengths and weakness.

34.   Develop Conflict Resolution plan and facilitation style that is appropriate for the workplace or workshop facilitation in the community.

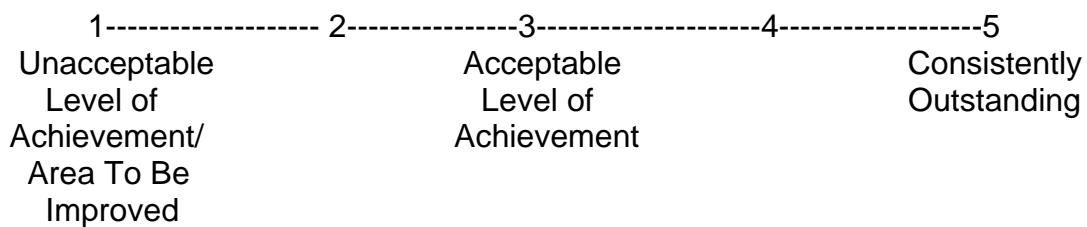## III.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Students are required to dress appropriately for the workplace environment and provide their own transportation.

IV.   EVALUATION PROCESS/GRADING SYSTEM:

To obtain a Satisfactory grade in this course:

A.   ALL Core Learning Outcomes must be evaluated by the Fieldwork Supervisor at Acceptable Level of Achievement or higher.

B.   Of the ten (15) Elective Learning Outcomes chosen, the student must be evaluated by the Fieldwork Supervisor at Acceptable Level of Achievement or higher on ten (10).

This is the continuum to be applied to evaluation of learning outcomes:

```
1------------------- 2---------------3--------------------4------------------5
```
Unacceptable	Acceptable	Consistently
Level of	Level of	Outstanding
Achievement/	Achievement	
Area To Be		
Improved		

Twenty such continuum can be found in the Placement Supervisor and Student Handbook.

Throughout the semester, students, supervisors and the fieldwork contact instructor will evaluate the student's performance of Learning Outcomes. Formal evaluation will occur Mid-term will occur at Mid-term and Final meetings.

Students should come prepared to the mid-term and final evaluation meetings with a personal evaluation of their level of achievement for the Learning Outcomes using the format below.

EXAMPLE:

Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfils the purpose and meets the needs of the workplace. (Core Learning Outcome)

```
1-------------------- 2----------------3---------------------4------------------5
```
Unacceptable	Acceptable	Consistently
Level of	Level of	Outstanding
Achievement/	Achievement	
Area To Be		
Improved		

Examples of how this was accomplished:
-wrote mock logs in daily logbook
-took messages accurately

*To be written by student prior to evaluation meetings.

Students must complete a minimum of 400 hours of fieldwork placement during the semester in order to successfully complete their placement. This can be accomplished by the completion of four 8 hour shifts per week for a 14 week period.
***Time missed must be rescheduled by the student with their particular placement.

The following semester grades will be assigned to students in postsecondary courses:

Grade	Definition	Grade Point Equivalent
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.
U	Unsatisfactory 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 *Policies & Procedures Manual – Deferred Grades and Make-up*).
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.

V.   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/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.

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.

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

VI.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VII.   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.