



**I. COURSE DESCRIPTION:**

Each student will be required to participate in one or more field placements during the fall and winter semesters. Each placement will consist of a minimum of 40 hours in a supervised applied natural resource work environment where the student will play an active role. Progress will be monitored by a staff mentor and interim and final reports may be required. Both the placement supervisor and the staff mentor will participate in student evaluation. It is anticipated that many of these placements will involve work under our Memoranda of Understanding and other partnerships established in natural resources.

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

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

1. Prepare and have completed a contract between the student, supervisor and faculty advisor for the field placement prior to starting work.

**Potential Elements of the Performance:**

- Describe details of the work to be performed
- Identify location of work, equipment needed and to be used
- Agree on a schedule for the work to be performed
- Prepare a simple contract for signature by the student, supervisor and faculty advisor: contract is to also include a statement that the supervisor agrees to evaluate the work of the student at the end of the placement

This learning outcome will constitute 5% of the course's grade.

2. Successfully integrate into and perform an appropriate natural resources job function in an operational work setting.

Potential Elements of the Performance:

- Accept a prearranged placement, make contact with the supervisor, arrange for a start date and time and arrive to begin work.
- Accept and perform a work function as assigned, for a minimum of 40 total hours, with schedule and other details to be worked out with the supervisor
- Communicate with course faculty member via e-mail on progress and any problems encountered in completing the placement work
- Communicate regularly with supervisor on work schedule and work being done
- Demonstrate appropriate work ethic and skill level to supervisor and co-workers
- Keep a daily log of hours worked, work performed, skills needed and/or learned, equipment used, person(s) with whom worked, and any interpersonal difficulties encountered
- Keep a visual record of events/work/equipment/activities during the placement using a camera
- Gather any other information/materials/resources that will assist in making an oral presentation of your work experience
- Use the opportunity for networking to advantage in preparing for future job prospects
- Discuss and learn from the supervisor's performance evaluation at the end of the work term.

This learning outcome will constitute 75% of the course's grade.

3. Deliver an oral presentation on your field work experience.

Potential Elements of the Performance:

- Using suitable visual aids, deliver a 10 minute presentation to classmates detailing work performed, equipment used, skills used, new skills learned, lessons learned and any other experiences of interest to classmates
- Participate in discussion with classmates after each presentation on problems that remained unsolved

This learning outcome will constitute 20% of the course's grade.

**III. TOPICS:**

1. Contract for the field placement.
2. Work in an operational natural resources setting.
3. Oral presentation of work experience

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

Students may be responsible for their own travel and accommodation costs during the field placement unless the MOU partner has agreed to cover these. Acceptable placement locations will be worked out with the student prior to setting up the placement. Please keep this in mind before selecting a placement where travel will be involved. In most out-of-town placements, students will need their own transportation to and from the job.

Depending on the job duties, students may need personal safety equipment such as steel-toed boots.

Students are reminded that work related to their interest area(s) will be sought on their behalf. However, it is not always possible to place all students in their preferred situation and further discussion may be necessary to find a suitable alternative. In situations where several students want to do an identified preferred job but the supervisor cannot take on all interested students, the college reserves the right to select the student(s) to be placed there based on students ability, interest, background, and previously identified acceptable alternative opportunities in as fair a manner as possible. Students must keep in mind that supervisors go out of their way in busy job situations to provide these opportunities and therefore should express their appreciation for the opportunity to obtain this experience in an appropriate manner.

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

Evaluation (completed by supervisor) –	60%
Communications	5%
Contract-	5%
Logbook -	10%
Oral Presentation -	<u>20%</u>
	100%

**Students must successfully complete (60% level) each of the work placement component and the oral presentation for a passing grade in this course.**

**Students who are given an unsatisfactory evaluation (<60%) or are dismissed by their supervisor will automatically be given an 'R' grade in the course and will not be given an opportunity to repeat the course until the following fall semester.**

**A minimum of 40 hours of work must be completed for a grade to be entered for the fieldwork component. In the rare event that a supervisor is unable to provide the 40 hours of work, the student will be required to complete the needed hours in another job situation.**

**Generally students will not be placed with the same supervisor for both their field placement courses (NRT 303 and NRT 323) unless it is proven that the second placement provides considerably more responsible or different work than the first.**

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
F (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.

## 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/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.

**VII. 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.

**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.