

SADLT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title; EMPLOYMENT AND WORK
Code No.: PPE 153-3
Program: PULP AND PAPERMAKING OPERATIONS
Semester: SEMESTER I
Date: MARCH 89
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New: X **Revision:**

APPROVED: 
Chairperson

/t^J/s^f
Date

CALENDAR DESCRIPTION

EMPLOYMENT & WORK

PPE 153-3

COURSE NAME

COURSE NUMBER

PHILOSOPHY/GOALS:

The course is designed to prepare the student for work. This is accomplished by exposing the student to the nature of employment in the pulp and paper industry, working conditions, wages, lines of progression, union/management relations and limitations, employee development and labour law. In addition, the course will deal with aspects of social relationships, personal responsibilities, work ethics, mill economics and organizational structures within the industry.

Upon successful completion of the course, the student will be well equipped to deal with many of the mysteries of his or her initial employment in the industry. Furthermore, many of the pitfalls of initial employment could be avoided through a better understanding of the goals, rights and responsibilities of the employer, employee and co-workers. The Emergency First Aid course will enable the graduate to act responsibly in the event of a need to administer minor first aid.

METHOD OF ASSESSMENT:

Students will be graded on the basis of their performance in two tests given at appropriate intervals through the semester and on one oral presentation.

Letter grades will be assigned according to the standard Sault College system. Those students having a cumulative percentage between 50 and 59% may be permitted to write a supplemental test covering material from the entire course.

Those completing this course must also successfully complete the Emergency First Aid course or hold a certificate that is valid upon graduation.

TEXTBOOK(S);

There is no assigned textbook for this course. However, copies of various provincial and federal Acts relating to employment, human rights etc. will be used as reference material. Other resources will be used and may be made available to the students if necessary.

OBJECTIVES;

The overall educational objective of this course is that the student can demonstrate knowledge of the complex interactions that exist within his or her chosen workplace. More specific objectives to be achieved are as follows:

1. Demonstrate knowledge of types and nature of entry jobs to be found in various sectors of the pulp and paper industry.
2. Demonstrate a knowledge of the general working conditions in pulp and paper mills.
3. Demonstrate a knowledge of the wages and benefits of entry level jobs in the pulp and paper industry.
4. Demonstrate knowledge of lines of progression and how one moves from one line to another.
5. Demonstrate knowledge of the nature of labour/management roles in the workplace.
6. Be familiar with the need for self-development as a means of gaining success in the workplace.
7. Demonstrate knowledge and understanding of the benefits of social interactions, good work ethics and personal responsibility in the workplace.
8. Demonstrate knowledge of organizational structures and lines of responsibility within pulp and paper mills.
9. Demonstrate knowledge of the economics of mill operations and how employee performance can affect these economies.
10. Demonstrate knowledge of the hazards to be faced in the industry and a knowledge of the applicable safety rules and laws.
11. Demonstrate the ability to administer emergency first aid in the event of an accident or illness.

NATURE OF PRESENTATION:

The course will be given for 3 hours per week using one single and one double period. Students are expected to take an active role in class discussions and will be required to make a brief oral presentation on a selected of chosen topic. The Emergency First Aid course will be given in a more concentrated one or two-day period.

TOPICS COVERED:

WEEK	TOPIC
1.	Introduction to course and range of topics What is work? Expectations of the employee Expectations of the employer
2.	Entry jobs in the pulp industry Type of work, responsibilities Hazards and safety
3.	Entry jobs in the paper industry Type of work, responsibilities Hazards and safety
4.	Working conditions Shift system, relief, vacation, holidays
5.	Wages and benefits Lines and progression
6.	Test 1 Unions, their role and organization Management, its role and organization
7.	The employee Responsibilities to self, employer and others Legal rights
8.	Employee growth Keeping up with technology Developing other skills

WEEK	TOPIC
9.	- Social interactions in the workplace - Sexual and racial harassment - Legal responsibilities
10.	- Work ethics - Developing good work habits - Correcting bad work habits
11.	- Personal learning development - Setting and accomplishing tasks
12.	- Supervision and organizational structures
13.	- Personal career goals and their achievement
14.	- Mill economics - Employee contribution to continued operation - Test 2
15.	- Emergency First Aid using St. John's Ambulance or similar course materials and testing procedures