

COURSE DESCRIPTION:

- I. Each student will be required to participate in one or more field placements during the winter semester, consisting of a minimum of 40 hours in a supervised water/wastewater work environment where the student will play an active role. A staff mentor will monitor the student's progress. Both the placement supervisor and the staff mentor will participate in student evaluation.

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.

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 contract for dating & signature by the student, supervisor and faculty advisor
- **provide the signed and dated contract to the faculty supervisor a week prior to the start of work**

2. Successfully integrate into and perform an appropriate water/wastewater job function in an operational work setting in a field and/or organization.

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
- 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
 - Communicate with the faculty advisor on progress and any problems encountered via e-mail or personally
 - 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.
3. Deliver an oral presentation of your fieldwork 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 any problems that remained unsolved

III. TOPICS:

1. Contract for the field placement
2. Work in a waste/wastewater 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. 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, hard hats and tear off reflective vests.

V. EVALUATION PROCESS/GRADING SYSTEM:

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

It is compulsory that students complete each of the work placement components and the oral presentation to receive 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 'F' grade in the course and will not be given an opportunity to repeat the course until the following year.

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.

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

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the	

	requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 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.

Communication:

The College considers WebCT/LMS as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the Learning Management System communication tool.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in Student Code of Conduct. 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.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of March, will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

VIII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.