



# COURSE OUTLINE

## IVT131

Prepared: Nancy Leishman    Approved: Martha Irwin

<b>Course Code: Title</b>	IVT131: FIELD PLACEMENT II
<b>Program Number: Name</b>	1120: COMMUNITY INTEGRATN
<b>Department:</b>	C.I.C.E.
<b>Semester/Term:</b>	17F
<b>Course Description:</b>	This course is a continuation of Field Placement I. Field Placement II is a third semester course and applies the concepts taught in IVT118 - Self-Determination in the Workplace. Students are supported and supervised while gaining vocational skills, professional work habits, and developing appropriate interpersonal skills in the field placement setting. Students will be encouraged to advocate and express one's self in an affirmative manner to address challenges and barriers in the work placement environment. Specific learning outcomes are developed at the onset of the field placement, and students are evaluated throughout the semester.
<b>Total Credits:</b>	12
<b>Hours/Week:</b>	7
<b>Total Hours:</b>	60
<b>Prerequisites:</b>	IVT112, IVT130
<b>Corequisites:</b>	IVT118
<b>This course is a pre-requisite for:</b>	IVT128, IVT132
<b>Essential Employability Skills (EES):</b>	<p>#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>#4. Apply a systematic approach to solve problems.</p> <p>#5. Use a variety of thinking skills to anticipate and solve problems.</p> <p>#6. Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>#7. Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>#8. Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>#9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p>



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- #10. Manage the use of time and other resources to complete projects.
- #11. Take responsibility for ones own actions, decisions, and consequences.

**Course Evaluation:**

Satisfactory/Unsatisfactory

**Course Outcomes and Learning Objectives:**

### **Course Outcome 1.**

Interact with other professionals in ways that contribute to effective working relationships and the achievement of goals within the placement setting.

#### **Learning Objectives 1.**

- Working collaboratively with supervisors and the staff team to identify the roles and responsibilities of the student on placement.
- Establishing and implement strategies to accomplish these tasks and identify student’s individual learning objectives and learning needs.
- Demonstrating effective human relations by displaying courtesy and respect.
- Demonstrate the ability to express and advocate for one’s self in an affirmative manner to address challenges or barriers associated with the field placement environment
- Respecting the confidentiality clause within the workplace.
- Modeling attitudes and behaviour appropriate to the setting.
- Demonstrating an ability to work with others in the field placement setting.

### **Course Outcome 2.**

Develop appropriate work habits related to the type of employment setting.

#### **Learning Objectives 2.**

- Demonstrating proper time management skills, i.e., arrive on time for work, complete tasks or assignments within the appropriate amount of time, utilize time on the job constructively
- Following instructions and ask for clarification when needed
- Scheduling personal appointments at other times
- Requesting feedback related to progress at least once a week, i.e., “How am I doing?” and “What can I do to improve?”
- Showing initiative by seeking out tasks.



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- Dressing appropriately as directed by the field placement supervisor and as identified by the Employment Liaison Officer (ELO)
- Maintaining appropriate and consistent personal hygiene

### **Course Outcome 3.**

Demonstrate the ability to work in a team environment.

### **Learning Objectives 3.**

- Actively participating in the organization/business/ or agency.
- Being open to constructive criticism.
- Seek feedback through ongoing supervision
- Showing initiative and a willingness to help out.
- Contributing ideas and following through on any commitments made to the team or organization.
  - staying on task until the assigned job/task is completed

### **Course Outcome 4.**

Communicate effectively verbally and non-verbally at the field placement setting.

### **Learning Objectives 4.**

- Demonstrating an ability to communicate with the supervisor, co-workers and others in a professional manner.
  - Communicating any difficulties or concerns to the appropriate field supervisor.
  - Having knowledge of where and when to get assistance in work related matters.
  - Using appropriate problem solving techniques
  - knowing how to greet and treat customers, clients, and/or fellow employees with courtesy and respect

### **Course Outcome 5.**

Practice professionalism on the job.



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### **Learning Objectives 5.**

- Adhere to the requirements of the Field Placement Guidelines and Expectations Manual as read by the ELO in the Field Placement Preparation Course, and sign in agreement by the student

**Date:**

Wednesday, September 6, 2017

Please refer to the course outline addendum on the Learning Management System for further information.