

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

Course Title: Fieldwork I

Code No. : IVT1090 **Semester:** 1

Program: Community Integration Through Cooperative Education

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Date: Sept./02 **Previous Outline Dated:** Aug/01

Approved:

	_____	_____
	Dean	Date

Total Credits: 12

Prerequisite(s): None

Hours/Week: 4hrs a week for 10 wks

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School of Continuous Learning

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I. COURSE DESCRIPTION:

This course is designed to provide students with practical learning experience in their chosen Area of Concentration. It will involve 16 hours of classroom instruction and 40 hours (4 hours per week for a 10 week period) in a supervised fieldwork practicum. Students will be evaluated on their work propriety, skill development and interpersonal communications.

This course is a co-requisite of Seminar I. The fieldwork and seminar format enables students to gain self-confidence in their abilities and share their experiences.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Identify/discuss the services their fieldwork agency, business, or industry provides.

Potential Elements of the Performance:

- Research the fieldwork setting and complete an Orientation assignment documenting the mission statement, goods and/or services the employer provides, customers or clients they serve etc.
 - Complete a Field Placement Profile Summary.
 - Identify who the contact person is at the site.
 - Outline the major duties to be performed by the student in the work place setting.
2. Develop appropriate work ethics related to the employment setting.

Potential Elements of the Performance:

- Demonstrate acceptable time management and organizational skills, i.e., punctuality, task/assignment completion within a reasonable timeframe, and utilizing time constructively.
- Follow instructions and ask for clarification if required.
- Schedule personal appointments around fieldwork hours.
- Request weekly feedback in relation to fieldwork performance.

3. Demonstrate the ability to follow the routines and/or procedures of the placement site.

Potential Elements of the Performance:

- Take the initiative by completing tasks or assignments on own volition.
 - Request a directive if assigned work is completed.
4. Develop/demonstrate effective team building skills.

Potential Elements of the Performance:

- Request assistance or clarification to ensure expected outcome of task or assignment completion.
 - Accepting of constructive criticism and feedback to assist with professional/personal growth.
 - Demonstrate a willingness to assist and support co-workers.
 - Contribute ideas and follow through with any commitments made to the team.
5. Demonstrate the ability to utilize effective communication strategies within the fieldwork environment.

Potential Elements of the Performance:

- Deal with work issues/problems immediately.
 - Knowledge of where and when to get assistance in work related matters.
 - Demonstrate and practice problem solving and conflict resolution strategies.
6. Practice professionalism in the fieldwork setting.

Potential Elements of the Performance:

- Stay on task until the assigned job/task is completed.
- Dress appropriately as directed by the fieldwork supervisor.
- Demonstrate effective human relations by displaying courtesy and respect.
- Respect the confidentiality clause within the workplace.

III. TOPICS:

1. Role in the fieldwork setting.
2. Fieldwork Report/Journal Entries.
3. Time Management.
4. Effective Communication & Interpersonal Growth.
5. Problem Solving/Conflict Resolution.
6. Development & Implementation of Activity Plans (Assignments)
7. Team Building Skills
8. Evaluating Self & Professional Goal Development.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Notebook for weekly Journal entries. This book will be used for all four semesters.

Details for dress requirements will be established at onset of fieldwork commitment.

V. EVALUATION PROCESS/GRADING SYSTEM:

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
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 <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).
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.

METHOD OF EVALUATION:

1. Attendance	15%
2. Fieldwork Orientation Report	10%
3. Fieldwork Expectations	5%
4. Skill Profile Development	15%
5. Self Evaluation	10%
6. Mid-term Evaluation	15%
7. Thank You Letter	5%
8. Final Evaluation	25%

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.

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.

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.

VII PROFESSIONAL OBLIGATIONS:

1. To be responsible and accountable for your professional conduct.
2. To be willing to increase your professional competence and to willingly share your knowledge with others.
3. To strive to attain established professional goals.
4. To work cooperatively with other persons and having regard for their areas of competence.
5. To use care in expressing views on the findings, opinions and professional conduct of co-workers.
6. To respect the privacy, dignity, and rights of others.
7. To use, in a responsible manner, information received in the course of professional relationships.

Following, are a number of rules pertaining to the students' relationship to the field placement location he or she will be working in. It is imperative that each student comprehends fully and follows these rules so as to get the maximum education value from the fieldwork experience.

1. Find out all you can about your fieldwork setting, its policies, functions, and general philosophy taking care to ask only pertinent questions.
2. Determine your role at your fieldwork location and follow it. Remember, you are a student that must follow through on the instructions of the field supervisor.
3. Ask staff for guidance. Do not plunge into something you know nothing about.
4. Be polite, courteous, and attentive. Remember, you are there to observe and learn.
5. Never be judgmental of co-workers in the field placement setting. Never be openly critical. Concerns can be discussed in the confidence of the Integrated Seminar.
6. Dress and personal deportment are according to acceptable norms of the placement setting.

