

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

Course Title: Integrative Seminar I

Code No.: IVT1110 **SEMESTER:** 1

Program: Community Integration Through Cooperative Education

Author: Emma Irwin Room: E1304, Extension 558

Date: June/02 **Previous Outline Dated:** Aug/01

Approved:

DEAN: Judith Morris

DATE

Total Credits: 4 **Prerequisite (S):** None

Length Of Course: 16 Weeks

Total Credit Hours: 16 Hours

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For additional information, please contact Judith Morris,
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I. COURSE DESCRIPTION:

This course is designed to facilitate student growth in the areas of confidence and competency. As a group, the students will discuss a variety of techniques that will assist with the acquirement of skills necessary to participate in an effective, collaborative "TEAM" approach. In this "Team" format, the students will be given opportunities to discuss their experiences in applying these transferable skills from the College to the fieldwork environment.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. **Possess an awareness of and be able to utilize a wide range of services provided by Sault College.**

Potential Elements of the Performance:

- Name, locate, and describe the various services available at Sault College.
- Discuss how the variety of services would benefit Sault College students.
- Recognize the functions of the Student Academic Council and discuss the benefits to all students.

2. **Review and discuss the Students Rights and Responsibility policies.**

Potential Elements of the Performance:

- Demonstrate the ability to access the policy on the Sault College homepage.
- Discuss the academic policies, which can assist with the enhancement of student learning.
- Review the College policy on harassment and discrimination.

3. **Review and discuss student expectations in the designated**

fieldwork setting.

Potential Elements of the Performance:

- Review the field work packages and course outline and discuss responsibilities and assignments the students will complete while fulfilling required hours.
- Identify and discuss supervisor/employer expectations while in a fieldwork setting.
- As a TEAM, develop a list of student fieldwork expectations.
- Complete five (5) placement reports.
- Discuss fieldwork experiences and share ideas as a collaborative team participant.
- Complete an oral presentation to the class outlining the fieldwork experience.
- Identify/demonstrate appropriate transferable skills from the classroom to the fieldwork environment.

4. Develop and enhance problem solving and assertiveness skills.

Potential Elements of the Performance:

- Identify problems presented and discuss effective, alternative solutions for resolving conflict.
- Identify/discuss problems related to fieldwork and develop strategies to effectively resolve such issues.
- Distinguish between thinking, feeling, and behaving.
- Develop/demonstrate a basic skill in assertion.

5. Identify/discuss the significance of time management and organizational skills in relation to success.

Potential Elements of the Performance:

- Recognize the importance of presenting a "Professional Self" in a fieldwork environment.
- Identify/discuss the benefits of accountability and priority setting.
- Demonstrate the ability to effectively apply skills in the use a Day Planner.

III. TOPICS:

1. Sault College services and supports.

2. Team Building.
3. Fieldwork reports writing.
4. Problem Solving Strategies.
5. Decision Making Methods.
6. Interpersonal Communication Skills.
7. Oral Presentation Skills.
8. Feedback & Self-evaluation.
9. Time Management & Organizational Skills
10. Fieldwork/employment Skills.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- Binder
- Pen & Pencil
- Day Planner
- Lined Paper
- Disk & Holder
- Journal
- File Folder

V. EVALUATION PROCESS/GRADING SYSTEM:

Attendance = 10%
Participation = 20%
Five Fieldwork Reports @ 5% each = 25%
Two Assignments @ 10% each = 20%
Final Oral Report = 15%
Two Quizzes @ 5% each = 10%

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.	

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.

Complementary Activities:

To meet course objectives, students should expect to match scheduled class hour with independent study.

IMPORTANT NOTICE TO STUDENTS:

Class Activities:

1. Attendance plays an important role in successful learning and skill development, so students are expected to attend.
2. Students are responsible for work assigned during absences.
3. Students should be aware that the expectations for their conduct in class are outlined in the "Statement of Students Rights and Responsibilities Handbook."

Assignments:

1. All assignments must be submitted on the due date at the beginning of the class period unless otherwise specified by the professor.
2. Late submissions will be deducted 5% per day.
3. Assignments more than one week late will not be accepted.
4. Students must adhere to dates set for oral presentations unless the professor has approved prior arrangements. Students who do not present on their assigned date will forfeit their mark for that assignment.
5. Students have the responsibility to be aware of assignment due dates.

Tests/Quizzes:

1. Tests/Quizzes must be completed on the date scheduled. If students are unable to attend, contact the professor prior to the start of the test/quiz. An alternative date must be arranged before the next class.