



**I. COURSE DESCRIPTION:**

This course is a continuation of Field Placement I. Field Placement II is a Third semester course and applies the concepts taught in Seminar II, Self-Determination in the Work Place. 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.

**II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the following abilities:

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

Potential Elements of the Performance:

- 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.

**2. Develop appropriate work habits related to the type of employment setting by:**

Potential Elements of the Performance:

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

**3. Demonstrate the ability to work in a team environment by:**

Potential Elements of the Performance:

- 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
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**4. Communicate effectively verbally and non-verbally at the field placement setting by:**

Potential Elements of the Performance:

- 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

**5. Practice professionalism on the job by:**

Potential Elements of the Performance:

- 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

**III. REQUIRED RESOURCES/TEXTS/MATERIALS:**

A small notebook for weekly journal entries will be used for all four semesters.

**IV 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> |
|--------------|--|-------------------------------|
| 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.  |                               |

**METHOD OF EVALUATION:**

1. Attendance (60 hours is required)
2. Field Placement Orientation Report
3. Mid-term Evaluation
4. Final Evaluation

## V. SPECIAL NOTES:

### Course Requirements:

This course is a co-requisite with Self Determination in the Work Place, IVT-118

### 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 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 the *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.

**VI. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Chair's secretary. Students will be required to provide a transcript and course outline related to the course in question.