

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. Students are required to purchase a “mandatory” field placement uniform shirt.

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 IVT-118

Complementary Activities:

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

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.

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.

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. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

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

Substitute course information is available in the Registrar's Office.

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.

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*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **MySaultCollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodation of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. The faculty can determine that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.

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 November 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 a 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.