

I. COURSE DESCRIPTION:

This course is designed to provide students with practical learning experience in their chosen academic *Area of Focus*. This course requires 40 hours (4 hours per week for a 10 week period) in a supervised field placement setting. Students will be evaluated on their professional work habits, skill development and interpersonal communication skills. Students will understand the importance of and demonstrate self-advocacy skills as addressed within their seminar class, IVT-112, Self-Advocacy & Rights in the Workplace.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

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

Potential Elements of the Performance:

- Work collaboratively with supervisors and the staff team to identify the roles and responsibilities of the student on placement.
- Establish and implement strategies to accomplish these tasks and student's individual learning objectives.
- Dress appropriately as directed by the field placement supervisor.
- Demonstrate effective human relations by displaying courtesy and respect.
- Respect the confidentiality clause within the workplace.
- Model attitudes and behaviour appropriate to the setting.
- Demonstrate an ability to work with others in the field placement setting.

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

Potential Elements of the Performance:

- Demonstrate an ability to communicate with the supervisor, co-workers and others in a professional manner.
- Communicate any difficulties or concerns to the appropriate field supervisor.
- Knowledge of where and when to get assistance in work related matters.
- Seek guidance and assistance for assignments and projects related to seminar class

3. Develop appropriate work ethics related to the employment setting.

- 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 field placement hours.
- Request weekly feedback in relation to field placement performance.

4. 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 and seek guidance and feedback each week.
- Stay on task until the assigned job/task is completed.
- Request assistance or clarification to ensure expected outcome of task or assignment completion.
- Advocate for one's self in concerned about tasks assigned (i.e. dangerous situations, unfamiliar with task, or environment, or verbal instructions)

5. Develop/demonstrate effective team building skills.

Potential Elements of the Performance:

- 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.
- Request a directive if assigned work is completed.

6. Practice professionalism in the field placement setting.

Potential Elements of the Performance:

- Adhere to the requirements in the ***Field Placement Guidelines and Expectations Manual*** as read by the Employment Liaison Officer (ELO) and signed in agreement to, in the Field Placement Preparation Course, IVT-110
- Seek clarification from the Field Placement Supervisor or the ELO if these conditions cannot be met
- Practice and implement Self-Advocacy skills relevant to the field placement setting and one's self.

III. REQUIRED RESOURCES/TEXTS/MATERIALS:

- Field placement package is provided. This includes the Field Placement Manual
- Mandatory Field Placement Uniform
- Agenda for time management purposes and documentation of relevant due dates for assignments
- Student is responsible for his/her own transportation to and from the field placement.

IV EVALUATION PROCESS/GRADING SYSTEM:

The following semester grades will be assigned to students:

<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 (40 hours is required)
2. Field Placement Orientation Report
3. Mid-term Evaluation
4. Final Evaluation

NOTE: Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.

VI. SPECIAL NOTES:

Course Requirements:

This course is a co requisite with Field Placement 1- IVT-130
Regular attendance is expected at Field Placement.

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 *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. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. 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 accommodations 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 for fall courses, March for winter courses, or June for summer courses* 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 of the 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.

Field Placement Opportunities:

Due to the uniqueness of some areas of focus field placements may have to be a block placement outside of the regular academic schedule.