

I. COURSE DESCRIPTION:

This course is a continuation of Fieldwork II. Fieldwork III is a Fourth semester course. Training will be at a higher level and students are expected to have good work habits and interpersonal communication skills. Students will consolidate the concepts obtained from the previous three semesters into this final field placement opportunity. Students will gain an understanding of the roles and responsibilities of both the employer and employee in regards to one's individual disabilities and barriers or challenges that may be faced. Specific learning outcomes are developed at the onset of the field placement, and students are evaluated on an ongoing basis with a midterm and final evaluation.

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.**

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. Demonstrate appropriate work habits related to the type of employment setting.

Potential Elements of Performance

- Demonstrate 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.
- Follow instructions and ask for clarification when needed.
- Schedule personal appointments at other times.
- Request feedback related to progress at least once a week, i.e., “How am I doing?” and “What can I do to improve?”
- Show initiative by completing tasks or assignments without being asked (pending knowledge, experience and ability.).

3. Actively participate as a team member.

Potential Elements of Performance

- Actively participating in the organization/business/ or agency.
- Be open to constructive criticism.
- Show initiative and a willingness to help out.
- Contribute ideas and following through on any commitments made to the team or organization.

4. Follow appropriate lines of communication within the field placement setting.

Potential Elements of Performance

- Apply self-advocacy and self determination skills to identify and overcome barriers to employment
- Understand basic Rights & Responsibilities of both the employer and employee as identified within appropriate legislation or the Ontario Human Rights Code
- Understand various methods to accommodate one’s individual needs in the work place environment through discussions with field placement supervisor
- Deal with work issues/problems immediately.
- Have the knowledge of where and when to get assistance in work related matters.
- Use appropriate problem solving techniques that have been taught in seminar classes.
- Recognize and following the “chain of command”.

5. Practice professionalism on the job.

Potential Elements of Performance

- Adhere to the requirements of the **Field Placement Guidelines and Expectations Manual**, as read in Field Placement Preparation Class by the ELO, and signed in agreement by individual students

III. REQUIRED RESOURCES/TEXTS/MATERIALS:

An agenda book to keep track of assignment due dates.

Mandatory Field Placement Uniform.

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 (84 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.

V. SPECIAL NOTES:Course Requirements:

This course is a co requisite with IVT-128

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.