



**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 the IVT 118: 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

**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:

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

**Please note: field placement hours are a “minimum” only. The CICE Program commits to our community partners that students remain at the field placement for the entire semester, whether the minimum hours are reached or not. Evaluation of student’s skills and abilities is also based on meeting program outcomes. If a situation presents that a student must cease placement, such as for medical reasons, this will be at the discretion of the Employment Liaison Officer, and the Dean only. In exceptional circumstances a student may not achieve all the hours, but evaluation will be based on a variety of factors. Some field placement experiences maybe outside of the normal course calendar i.e. block placements at the end of the semester. All field placement experiences are individualized to meet the unique needs of each student.**

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

## **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.

### 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.

## **VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal and LMS form part of this course outline.