

**SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE MARIE, ON**



COURSE OUTLINE

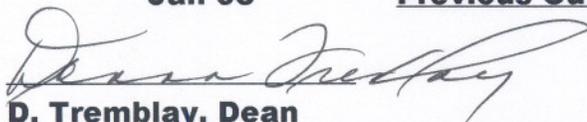
Course Title: Field Work Seminar IV

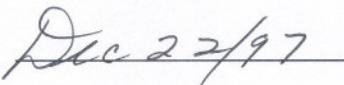
Code No.: ED258 **Semester:** Four - 98W

Program: Teacher Assistant

Author: Linda Pozzebon

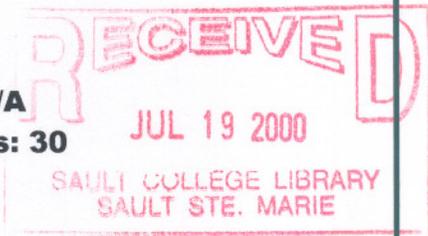
Date: Jan 98 **Previous Outline Date:** Jan 97

Approved: 
D. Tremblay, Dean
Health, Human Sciences and Teacher Ed.

Date: 

Total Credits: 3
Length of Course: 15 wks

Prerequisite(s): N/A
Total Credit Hours: 30



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For additional information, please contact Donna Tremblay, Dean, School of Health, Human Sciences and Teacher Education, (705) 759-2554, Ext. 690.

I. PHILOSOPHY/GOALS

This seminar will continue to help students prepare for and manage their field placement experience. An in-depth review of the Teacher Assistant Field Placement guidelines is covered. These guidelines include the field placement responsibilities of the student, the College faculty and the school in which the student does his/her field placement. Students will be given the opportunity to share their experiences in the various field settings and to discuss ways of handling various activities and problems students encounter in the field. As this is the final seminar course, resumes, job interviews and job opportunities will be explored.

II OBJECTIVES

1. Students will be able to state their responsibilities while on field placement.
2. Students will be able to explain the steps involved in resolving concerns with field placement supervisors.
3. In classroom discussions, students will share their feelings and views on field placement experiences.
4. Students will participate in ad hoc activities designed to help them gain a deeper understanding of issues raised in class which are related to field placement.
5. Students will produce resumes and prepare for job interviews.

III METHODOLOGY

Classes will be run using primarily small and large group discussion. Class discussions will be based on students' weekly activities in the field or on topics they request.

IV. EVALUATION

As a minimum, students must attend 12 of 15 scheduled seminars. Students will also be required to maintain a placement journal and to analyze two interactions which they found significant and recorded in their journals. Students will also be required to complete an employment package consisting of a resume, cover letter, and employment interview.

V. METHOD OF ASSESSMENT

Job Interview	10%
Resume	10%
Cover Letter	10%
Journal	30%
Chapter Assignments	40%

	100%

VI. GRADING SCHEME

The following letter grades will be assigned in accordance with the College Guidelines:

A+	Consistently Outstanding	90 - 100%
A	Outstanding Achievement	80 - 89%
B	Consistently Above Average Achievement	70 - 79%
C	Satisfactory or Acceptable Achievement	60- 69%
R	Repeat - Student has not achieved the objectives of the course and the course must be repeated	Less than 60%
CR	Credit Exemption	
X	A temporary grade, limited to situations with extenuating circumstances giving a student additional time to complete course requirements	

Note: Students may be assigned an "R" grade at midterm for unsatisfactory performance.

VII. RESOURCES

The Very Quick Job Search, by J. Michael Farr

VIII. NOTES

- A.** All assignments must be completed by the due date. Assignments will occur during classroom lectures and absenteeism may result in a grade of zero for this assignment. If all assignments and tests are not done, the instructor's discretion determines whether a pass in the course will be allotted.

Assignments not handed in to the instructor in the scheduled class will be considered late. In the case of late assignments, marks will be docked by 5% each day for two (2) days; after 2 days a 0% grade will be recorded.

- B.** Class involvement includes attendance, punctuality, constructive contribution to group assignments, listening, demonstrations of respect and genuineness, willingness to risk, willingness to demonstrate skills and acquisition of skills.

- C. If a student must miss a test for severe illness or an emergency, the student must notify the instructor the day of the test or before that date. Failure to notify will result in a zero grade. The student must be prepared to provide a doctor's note or proof of the emergency if required by the instructor. The student must also initiate arrangements with the instructor to write the test at another time. Any late writing if a test must be prior to the next class after the scheduled test date. The instructor can be reached at 759-2554, Ext. 539 at any time night or day. Please leave your name and message.
- D. Grammar and spelling are very important parts of effective written/oral communication. Consequently, these components will be scrutinized carefully - clear communication will be acknowledged. Students efforts to improve same will be rewarded. Marks will be deducted for Grammar and Spelling errors.
- E. Students are expected to be familiar with the Student Rights and Responsibilities manual, particularly those parts pertaining to conduct, attendance, punctuality, respect of other students and staff and plagiarism. Contact the instructor or the SAC office for further explanation if required.
- F. Get yourself a buddy when you're absent.

SPECIAL NOTES:**Special Needs:**

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, so that support services can be arranged for you.

There are a number of support services available at the College to assist with any problems interfering with the learning process. Please access these if you require assistance.

Retention of Course Outlines

It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.

Documentation:

You are encouraged to access materials from a variety of sources. It is, however, pertinent that you identify these sources in your written work. You will be provided with information and the format to use in ENG 120.