

COURSE DESCRIPTION:

- I. Each student will be required to participate in one or more field placements during the winter semester, consisting of a minimum of 40 hours in a supervised water/wastewater work environment where the student will play an active role. A staff mentor will monitor the student's progress. Both the placement supervisor and the staff mentor will participate in student evaluation.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Prepare and have completed a contract between the student, supervisor and faculty advisor for the field placement.

Potential Elements of the Performance:

- Describe details of the work to be performed
- Identify location of work, equipment needed and to be used
- Agree on a schedule for the work to be performed
- Prepare a contract for dating & signature by the student, supervisor and faculty advisor
- provide the signed and dated contract to the faculty supervisor a week prior to the start of work

2. Successfully integrate into and perform an appropriate water/wastewater job function in an operational work setting in a field and/or organization.

Potential Elements of the Performance:

- Accept a prearranged placement, make contact with the supervisor, arrange for a start date and time and arrive to begin work.
- Accept and perform a work function as assigned, for a minimum of 40 total hours, with schedule and other details to be worked out with the supervisor
- Demonstrate appropriate work ethic and skill level to supervisor and co-workers

- Keep a daily log of hours worked, work performed, skills needed and/or learned, equipment used, person(s) with whom worked, and any interpersonal difficulties encountered
 - Communicate with the faculty advisor on progress and any problems encountered via e-mail or personally
 - Keep a visual record of events/work/equipment/activities during the placement using a camera
 - Gather any other information/materials/resources that will assist in making an oral presentation of your work experience
 - Use the opportunity for networking to advantage in preparing for future job prospects
 - Discuss and learn from the supervisor's performance evaluation at the end of the work term.
3. Deliver an oral presentation of your fieldwork experience.

Potential Elements of the Performance:

- Using suitable visual aids, deliver a 10 minute presentation to classmates detailing work performed, equipment used, skills used, new skills learned, lessons learned and any other experiences of interest to classmates
- Participate in discussion with classmates after each presentation on any problems that remained unsolved

III. TOPICS:

1. Contract for the field placement
2. Work in a waste/wastewater setting
3. Oral presentation of work experience

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Students may be responsible for their own travel and accommodation costs during the field placement. Acceptable placement locations will be worked out with the student prior to setting up the placement. Please keep this in mind before selecting a placement where travel will be involved. In most out-of-town placements, students will need their own transportation to and from the job.

Depending on the job duties, students may need personal safety equipment such as steel-toed boots, hard hats and tear off reflective vests.

V. EVALUATION PROCESS/GRADING SYSTEM:

| | |
|--|------------|
| Evaluation (completed by supervisor) – | 60% |
| Communications - | 5% |
| Contract - | 5% |
| Logbook - | 10% |
| Oral Presentation - | <u>20%</u> |
| | 100% |

It is compulsory that students complete each of the work placement components and the oral presentation to receive a passing grade in this course.

Students who are given an unsatisfactory evaluation (<60%) or are dismissed by their supervisor will automatically be given an 'F' grade in the course and will not be given an opportunity to repeat the course until the following year.

A minimum of 40 hours of work must be completed for a grade to be entered for the fieldwork component. In the rare event that a supervisor is unable to provide the 40 hours of work, the student will be required to complete the needed hours in another job situation.

The following semester grades will be assigned to students in postsecondary courses:

| Grade | <u>Definition</u> | <i>Grade Point Equivalent</i> |
|--------------|---|-------------------------------|
| A+ | 90 – 100% | 4.00 |
| A | 80 – 89% | 3.00 |
| B | 70 - 79% | 2.00 |
| C | 60 - 69% | 1.00 |
| D | 50 – 59% | 0.00 |
| F (Fail) | 49% and below | |
| CR (Credit) | Credit for diploma requirements has been awarded. | |
| 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 | |

| | |
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| | requirements for a course. |
| NR | Grade not reported to Registrar's office. |
| W | Student has withdrawn from the course without academic penalty. |

VI. SPECIAL NOTES:

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. *<Optional: It is the departmental policy that once the classroom door has been enclosed, 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 March 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.