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COURSE NAME

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COURSE NUMBER

## I. COURSE DESCRIPTION:

This course consists of on-the-job work experience designed for all third year Computer Studies students who have met the program requirements. The focus of the work experience is to provide students with hands-on computer experience in a company, or government agency that performs job functions relevant to the student's course of study.

The placement gives the student the opportunity to apply their academic backgrounds and abilities, as well as broaden their knowledge base through additional job duties performed at their placements in a practical computing environment. The student's perform their duties in a well supervised atmosphere, adhering to the company's policies and procedures, and hours of operation.

The Computer Work Placements are unpaid, however, many students go on to secure a full time position or contract position with their work placement employers. Others obtain valuable letters of reference, and are able to add their new experiences gained from work placement to their resumes. The course becomes a stepping stone for the student, taking them from the academic computer curriculum, to preparing them for the real world computer job market.

## II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

### 1) Articulate a good understanding of the work experience.

#### **Potential Elements of the Performance:**

- Explain job duties and assigned project responsibilities.
- Understand whom to report to when problems arise.
- Understand who is involved in their project area, and what each participant is responsible for.
- Understand their work hours, dress code, and sick day reporting.
- Set goals related to assigned duties.
- Complete a daily log for reference and reporting purposes.

### 2) Successfully interact in the computing environment with individual staff and staff groups.

#### **Potential Elements of the Performance:**

- Participate in the day to day operation of the computing department.
- Interact professionally with company personnel.
- Effectively utilize any learning resource materials available.
- Adhere to the company's security policies.
- Apply organizational and time-management skills.
- Contribute to work-team/staff meetings.

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- 3) Apply previously/currently studied computer knowledge and skills to situations as assigned by the work placement.

**Potential Elements of the Performance:**

- Complete any reports/documentation as required.
- Demonstrate to their employers and themselves through assigned work, what capabilities and potential they have to offer to be valued as an asset.

- 4) Maintain a Work Diary

**Potential Elements of the Performance:**

- Complete a daily diary of work activities. The diary will be dated and include a summary of the days work activities.
- Explain and present the daily diary summaries verbally in detail using any required props (PowerPoint, overhead, chalk board, etc.).

- 5) Job Search Techniques and Interview Skills

**Potential Elements of the Performance:**

- Refine interview skills and practice mock interviews
- Participate in guest speaker sessions.
- Complete a final resume based on all course related knowledge, and related work and work placement skills.
- Perform regular job market searches.

- 6) Define Work Environment (Physical and Corporate Environments)

**Potential Elements of the Performance:**

- Discuss work place issues, such as employee conflicts, communication issues and access issues.
- Participate in round table discussions for workplace related issues.
- Present the corporate computing environment, both software and hardware.

### III. TOPICS:

The topics are uniquely determined by each individual work placement employer. Job descriptions are submitted in the fall semester to be perused by each student to give them an idea of what type of work and duties will be expected of them at that placement. There will be placements for each program area, and in some cases there may be overlaps in program areas, which means ie. a programming student and computer engineering student may be competing for the same placement.

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#### IV. REQUIREMENTS:

- In some cases the employer will require interviews to select the student(s) for the placement.
- In the event that the employer does not require an interview to select a student(s) for the placement, the college reserves the right to have the faculty in the department select the students based on:
  1. GPA
  2. Student work ethic/personality/suitability
- There will be a faculty member assigned to each student on placement to monitor their progress. Also, in the event of any problems or conflicts that might arise at the placement, the student must contact this faculty member right away to resolve any difficulties.
- Each student must attend no less than 90% of their placement days. Any student who does not meet this requirement is automatically assigned a 'U' grade and must repeat the work placement component of the program. Any special circumstances will be reviewed by the Chair of the department.
- Students are expected to follow work placement dress codes.
- Students are expected to work the hours assigned by the employer in the day ie. 9:00 – 5:00  
1 hour lunch break.
- Students must follow the policies and procedures of the company or agency as explained to them by their assigned supervisor.
- If the need arises due to special circumstances, the student may be assigned to a new placement. Situations such as Union contract unrest (strikes), the Company goes into bankruptcy. The situations are very rare, however, if the situation does originate, the student will be reassigned to a new placement under the guidance of the Dean and the program coordinator.

#### V. EVALUATION PROCESS/GRADING SYSTEM

The work placement is assigned an '**S**' or '**U**' grade. ('S' = satisfactory completion of requirements; 'U' = unsatisfactory completion of requirements which means the student must repeat the work placement component of the program)

- The students will go through two evaluation processes with their supervisor and their successful completion of the course is based on the satisfactory results from both evaluations. The satisfactory level to achieve is a score of 75% or greater.
- Students will also be expected to complete a daily log of their job duties throughout the semester and submit it to the faculty member as required.
- Students will hand in a word processing document that outlines what their work environments included, what new technologies they were involved with, how effective the

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placement was. Details on the report format will be given to the student near the beginning of the placement.

- Students should keep some form of log book that tracks their daily activities while on placement. This will become a valuable tool for completing the final report, as well as a tool for answering the supervisor type questions, such as “what have you been doing for the past month?”

## **VI. SPECIAL NOTES:**

The following are a list of rules/guidelines you should follow in order to make your work placement a worthwhile experience for you, your employer, and the college. Keep in mind that work placements can lead to full time or part time job opportunities at the end of the placement. As well, your work placement can lead to other job opportunities through your placement by employer recommendations.

Follow these rules below closely to maximize your educational value from your work placement experience:

1. Keep in mind you are a trainee on this placement.
2. Hold yourself responsible for your professional conduct.
3. Should be willing to always increase your professional competence and to willingly share your knowledge with others in your profession.
4. Work cooperatively with other persons having regard for their areas of competence.
5. Use clear communications methods when expressing your views on findings, opinions and professional conduct of colleagues.
6. Respect confidentiality.
7. Find out as much as you can about your work placement setting, its policies, functions, and general philosophy, taking care to ask pertinent questions.
8. Don't be afraid to ask staff for guidance.
9. Be polite, courteous, and attentive.
10. Be careful about being openly critical. You are a student learning, not someone there to access the merits of the work area.
11. Any problems encountered in your placement should be addressed right away with your contact faculty member. Don't get into open confrontations.
12. Make sure you are always punctual.
13. If you must be absent from the work placement, inform your supervisor (well in advance if possible) and inform your faculty contact.