

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Spring 2024

ID2920 (EC): Interdisciplinary Work Experience– 3 (2-0-0) 230 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Cara Leaf	PHONE:	780-539-2879
OFFICE:	C411	E-MAIL:	cleaf@nwpolytech.ca
OFFICE HOURS:	Anytime by appointment		

CALENDAR DESCRIPTION: This unique, optional course provides students the opportunity to put classroom learning into practice in a 200-hour work experience, where work experiences provide students with experience in a workplace setting related to the student's field of study and/or career goals. This course involves 30 hours of employment training activities. Students are responsible for securing an approved work experience placement; the work experience is monitored and evaluated by the employer.

PREREQUISITE(S)/COREQUISITE: Completed 12 credits with a minimum 2.5 GPA (prior to the work experience). Or permission from the department chairperson

REQUIRED TEXT/RESOURCE MATERIALS: Materials supplied by the instructor. For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

DELIVERY MODE(S): : Employment training course: This is a paced online self-study course. (30hrs) Work-Experience (200hrs)

LEARNING OUTCOMES:

At the end of this course students will:

- Have a clear understanding of employer requirements for success in the field in which they have been working;
- Be better prepared for upcoming classes through having experienced a practical context in the professional world;
- Improve their own work performance through the application of feedback from the employer, the instructor, and their own structured self-reflection and reporting.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Assignments	30%
Discussion Posts	10%
Employer Evaluations:	30%
Work Experience Check-in:	5%
Final Report:	25%

Note: In order to receive a grade of P in the course, students must complete the required 200-hours of work experience.

GRADING CRITERIA

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-Point Equivalence	Percentage Conversion (unless otherwise specified in the Course Outline)	Descriptor
P	N/A	50-100	Pass
F	N/A	0-49	Fail

COURSE SCHEDULE/TENTATIVE TIMELINE:

WEEK	CONTENT	TO BE COMPLETED
1	Module 1–Personality Assessment	Workplace Approval Form Discussion I & II
2	Module 2 – Resume & Cover Letters	Assignment I: Polished Cover Letter & Resume
3	Module 3 -- Interviews	Assignment II: Interview Video Discussion III
4	Module 4 – Workplace Safety	Safety Quizzes & Discussion IV
5	Module 5 – Conflict Resolution	Assignment III: Conflict Resolution
6	Module 6 -- Professionalism	Discussion V
7- 14	Completion of workplace hours	*Remember to hand in your <i>Tracking Hours</i> form each month
15	Final Report	Final report

STUDENT RESPONSIBILITIES:

Please review the Student Rights and Responsibilities Policy saved in myClass for details of all student rights, student responsibilities, academic grievance, academic misconduct, and non-academic misconduct.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available

at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.