



**DEPARTMENT OF HEAVY EQUIPMENT**  
**THINKBIG SERVICE TECHICIAN COURSE OUTLINE – FALL 2017**  
**OCTOBER 23, 2017 – DECEMBER 15, 2017**  
**HES190 VA12 – WORK PRACTICUM – 2.0 (320 HOURS)**

<b>INSTRUCTOR:</b>	Darcy Moss	<b>PHONE:</b>	780.835.6765
<b>OFFICE:</b>	GPRC	<b>E-MAIL:</b>	dmosse@gprc.ab.ca
<b>OFFICE HOURS:</b>	Varies		

**PREREQUISITE(S)/COREQUISITE:** Successful completion of GPRC courses for Semester 1.

**RESOURCE MATERIALS:** GPRC will provide orientation to work placement, assist student success, use of the ThinkBig Task book, and review of the evaluation form and process. Finning (Canada) will assign the work placement location, provide ongoing supervision/mentorship, and evaluation of the work placement.

**CALENDAR DESCRIPTION:** Placement will occur at a licensed Finning location. In the event that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of the college. This is a 320-hour course and a student must complete the placement to a satisfactory level.

**DELIVERY MODE(S):** Practical.

**TRANSFERABILITY:** None.

**STUDENT RESPONSIBILITIES:** This is an adult work/education environment. Enrolment in this program requires that the student will be a responsible Finning Canada employee. As such, each student will display a positive work ethic, take pride in and assist in the maintenance and preservation of the workplace. Assume responsibility for his/her learning by following requirements and policies, demonstrating courtesy and respect toward others; and respecting supervisor expectations concerning attendance, work ethic and shop rules, safety & deadlines. Students are learning skills to prepare them for full time employment.

**CREDIT/CONTACT HOURS:** Credits: 2.0 /Hours: 320

**GRADING CRITERIA:** Students must attend work placement, follow Company and specific shop rules associated with the branch attending. Students will be awarded 2 credits for completion of the work placement including task book completion and mid and end student evaluations completed and turned in.

**HES190 VA12 FINAL CREDITS = \_\_\_\_\_**

**COURSE SCHEDULE:**

1. Pre-work placement:
  - Early in the semester the student will identify preferred work placement locations
  - The student will complete a work placement orientation.
2. During the work placement:
  - The student will work within the expectations and norms of the work site.
  - The student will ensure his/her **ThinkBig Task Book** is maintained and complete.
  - Branch staff assigned to supervise the student will maintain contact and provide regular monitoring and on-going guidance and feedback.
  - The supervisor/mentor should set up a mid-evaluation meeting with the student during week 3 or week 4 to discuss what's working, what's not, student questions, review concerns and set focus for the last 4 weeks.
  - A second work evaluation meeting should be scheduled within 6 to 8 weeks of the work placement.
3. End of work placement:
  - Supervisor/mentor will complete and review the formal student evaluation form with the student. The supervisor will recommend if student would be suitable employee
  - Copies of the signed, completed evaluation go to:
    - Finning Director of Training
    - The student
    - Branch Manager
    - GPRC ThinkBIG Program Department
4. Concerns: Both the student and the supervisor are required to notify both Finning Director of Training AND GPRC Program Chair IMMEDIATELY if there are any problems or concerns that they are not able to resolve.