

DEPARTMENT BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE –Winter 2023/Spring 2023

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: Mandy Ingraham **PHONE:** 780-539-2846
OFFICE: C206 **E-MAIL:** aingraham@nwpolytech.ca
OFFICE HOURS: Monday 10:00am-11:30am, Friday 9:30am-11:00am, or 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)

COURSE OBJECTIVES:

- To enhance a well-rounded education, enriched by practical application of classroom learning;

- To provide opportunities to gain relevant employment skills and realistic expectations of the work force before graduation;
- To test and gain a broader understanding of career options;
- To develop maturity and self-esteem as productive members of the work force as well as confidence and skills developed through working with others;
- To document practical experience, a résumé, job search skills and a network of contacts upon graduation;

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.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:

Resume and Cover Letter Assignment:	20%
Interview Preparation Assignment:	15%
Employer Evaluations:	25%
Work Experience Check-ins:	5%
Final Report:	35%

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 Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59

B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Content	Assignments/Exercises
Week 1	Module 1 - Personality Assessment	Assessing your Skills
Week 2	Module 1 - Personality Assessment	Market Yourself
Week 3	Module 2 - Resume & Cover Letters	
Week 4	Module 2 - Resume & Cover Letters	Submit Resume & Cover Letter
Week 5	Module 3 - Interviews	
Week 6	Module 3 - Interviews	Submit Interview Assignment
Week 7	Winter Break	
Week 8	Module 4 - Workplace Safety	Work Safe Alberta Quizzes
Week 9	Module 4 -Worker's Compensation	
Week 10	Module 4 -Psychological Safety	
Week 11	Module 4 - Conflict Resolution	What would you do?
Week 12	Module 5 - Workplace Professionalism	
Week 13	Module 5 - Communication	
Week 14	Final Report	Final Report Due

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 PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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