



DEPARTMENT of BUSINESS and OFFICE ADMINISTRATION

COURSE OUTLINE –SPRING/SUMMER 2021

OA1240 (EC): Work Experience 3(0-0-12) 120 Hours for 13 Weeks

INSTRUCTOR: Michelle Wallace **PHONE:** 780 539 2755
OFFICE: Home office due to pandemic **E-MAIL:** mwallace@gprc.ab.ca
OFFICE HOURS: Via email

SPRING/SUMMER 2021 DELIVERY:

Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca

Offsite Delivery. This course is delivered offsite in the [clinical/practicum/work experience] setting with some face-to-face components. Students must follow the offsite agencies COVID-19 Guidelines and Protocols as well as the [GPRC Campus Access Guidelines and Expectations](#).

Note: GPRC reserves the right to change the course delivery.

CALENDAR DESCRIPTION:

This course provides an opportunity for the student to work in a supervised office environment and apply skills and knowledge learned in the program. A minimum of 120 hours of work experience over one semester is required. Students will complete an orientation to office information systems prior to the practicum. Students will work full shifts in a professional office with an experienced office manager. The office manager will act as supervisor and the student will follow the supervisor's work rotation.

PREREQUISITE(S)/COREQUISITE:

The student will have successfully completed five courses in the Certificate program and have a minimum C+ Average.

REQUIRED TEXT/RESOURCE MATERIALS:

Forms and instructions provided. The student, in consultation with the instructor, will arrange placement.

DELIVERY MODE(S): Practicum

LEARNING OUTCOMES:

- Apply skills and knowledge learned in the program.
- Have knowledge of the critical skills required to succeed in the computerized office.
- Professional knowledge and skills in communication.
- Professional knowledge and skills in interpersonal relations.
- Develop superior office skills that are highly sought after by all employers.

TRANSFERABILITY:

N/A

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.transferralberta.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:

- If the student has satisfactorily met the expectations of office supervisor and the faculty advisor during the work experience period, the student shall receive credit for the course.
- No letter grade shall be assigned to this course.
- ALL PAPERWORK MUST BE COMPLETED BEFORE A FINAL GRADE IS AWARDED

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Dates	Activity/ Assignment
1	May 3 – May 9	<ul style="list-style-type: none"> • Discussion Topic – Meet Your Classmates • Introduction Meeting with Instructor • Module 1 Finding Your Placement • Assignment 1 – Your Initial Plan due
2	May 10 – May 16	<ul style="list-style-type: none"> • Module 2 – Cover Letters and Resumes • Resume & Cover Letter due
3	May 17 – May 23	<ul style="list-style-type: none"> • Module 2 – Reaching out to a Placement. • Bi-Weekly Timesheet due
4	May 24 – May 30	<ul style="list-style-type: none"> • Module 4 – Finalizing Your Placement • Assignment 4 – Placement Approval • Work Experience Contract & Orientation Documents due

		• Workplace Orientation Booklet due
5	May 31 – June 6	• Bi-Weekly Timesheet due
6	June 7 – June 13	• Discussion Topic – Midterm • Midterm Meeting with Instructor
7	June 14 -June 20	•Bi-Weekly Timesheet due
8	June 21 – June 27	
9	June 28 – July 4	•Bi-Weekly Timesheet due
10	July 5 – July 11	
11	July 12 – July 18	•Bi-Weekly Timesheet due
12	July 19 – July 25	
13	July 26 – July 30	• Bi-Weekly Timesheet due • Discussion Topic – Your Final Thoughts due • Final Meeting with Instructor

*Assignments and timesheets are due on Sunday at 11:59pm of the week due.

**Note: As all students will be completing their practicums the above timeline is tentative and should be used as a guide only.

STUDENT RESPONSIBILITIES:

- To read, understand and comply with GPRC academic policies.
- To come prepared and meet for 3 one-on-one meetings with the instructor during the semester:
 - Introduction Meeting
 - Midterm Meeting
 - Final Meeting

(The meetings will be conducted via Zoom at a date and time mutually agreed upon by the student and instructor. Please watch your email for meeting invitation)

- The students, in consultation with the instructor, shall secure a company with whom work experiences shall take place.
- The student will complete all assignments and activities as outlined on the course schedule/ tentative timeline.
- The student with prepare and submit bi-weekly timesheet to record their running hours. Timesheets are to be submitted biweekly as per course schedule even if no practicum hours have been completed during this time. Students shall ensure a copy of the timesheet is retained for their records.
- The student, faculty advisor, and office supervisor will meet to determine the work experience component, hours of employment, evaluation procedures etc.

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 College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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