

**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – Winter 2024**

**OA 1240 (A3): Work Experience – 3 (0-0-12) 120 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.

<b>INSTRUCTOR:</b>	<b>Cara Leaf</b>	<b>PHONE:</b>	<b>780-539-2879</b>
<b>OFFICE:</b>	<b>C411</b>	<b>E-MAIL:</b>	<b>cleaf@nwpolytech.ca</b>

**T/TH 10:00-11:30**

**OFFICE HOURS:** **Contact via email any time**

**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.

**PREREQUISITES:**

Students will be eligible to enroll in OA1240, Work Experience, on the basis of:

- Successful completion of 12 OA credits
- A minimum GPA of 2.3 in the most recently completed semester OR successful completion of 21 OA credits

Once on practicum, employment-level attendance and performance at the job site are required in order to receive credit for OA1240, Work Experience. A second placement will not normally be offered to students who do not receive credit for their first practicum.

**REQUIRED TEXT/RESOURCE MATERIALS:**

Forms and instructions are provided in MyClass.

**DELIVERY MODE:** Seminar/ work experience (120 hrs)

**LEARNING OUTCOMES:**

Upon successful completion of the course, students will be able to:

- apply, in the workplace, knowledge, skills and attitudes acquired through course work
- discover career aptitudes in meaningful work activities, situated in community-based work sites in business, industry, government or a community service program.
- practice and apply professional knowledge and skills in communication.
- practice and apply professional knowledge and skills in interpersonal relations.
- increase skills for understanding and working with people of diverse backgrounds and cultures and to work effectively within diverse environments.
- develop skills to work effectively within formal and informal networks and work cultures.
- apply higher order thinking skills (critical thinking, analysis, synthesis, evaluation, complex problem solving) to “real world” situations
- further develop observation, recording and interpretation skills.
- develop skills needed for effective citizenship.

**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:**

Alpha Grade	4-Point Equivalence	Percentage Conversion (unless otherwise specified in the Course Outline)	Descriptor
CR	N/A	50-100	Credit
NC	N/A	0-49	No Credit

- If the student has satisfactorily met the expectations of the supervisor and the faculty advisor during the work experience period, the student shall receive credit for the course and an alpha grade of CR.

**GRADING CRITERIA**

A grade of pass or fail is given for this course

- ALL PAPERWORK MUST BE COMPLETED BEFORE A FINAL GRADE IS AWARDED

### **STUDENT RESPONSIBILITIES:**

To read, understand and comply with NWP policies.

\*\*Note: all Academic and Administrative policies are available :

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

.To meet for 3 seminars:

1. Wednesday January 10th at 11:30, TBA
2. Wednesday February 28th at 11:30, TBA
3. Wednesday, April 10th at 11:30, TBA

### **STATEMENT ON PLAGIARISM AND CHEATING:**

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.