

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE –Winter 2023

OA1240 (EC): WORK EXPERIENCE – 3 (0-0-12) 120 Hours for 10 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: JANELLE MACRAE **PHONE:** 780-539-2215
OFFICE: C305 **E-MAIL:** jmacrae@NWpolytech.ca
OFFICE HOURS: Appointments can be made via email

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:

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

- successful completion of five other OA courses,
- a minimum GPA of 2.3 in the most recently completed semester, and permission of the Practicum Instructor.

In granting permission to enroll in OA1240, the Practicum Instructor will take non-academic factors into consideration (attendance, interpersonal skills, etc.). 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. The instructor, in consultation with the student, will arrange placement.

DELIVERY MODE(S):

Seminar/Practicum - 120 hours

LEARNING OUTCOMES:

Upon successful completion of the course, students will obtain the following skills:

- 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:

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 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**

STUDENT RESPONSIBILITIES:

- To read, understand and comply with Northwestern Polytechnic academic policies.

****Note:** all Academic and Administrative policies are available at [NWP Policies | Northwestern Polytechnic \(nwpolytech.ca\)](http://www.nwpolytech.ca)

- To meet for 3 seminars:

1. FRIDAY, January 6th 10:00 AM – 11:20 AM Room A307
2. Wednesday, March 1st 11:30 AM – 12:30 PM Room A307
3. April date to be announced – year end celebration

- The students, in consultation with faculty advisor, shall determine the company with whom work experience shall take place. A resume is to be handed in to your advisor for the purpose of assisting with placement.

- The student will complete a Workplace Orientation booklet and prepare a timesheet to record their running hours.
- Student is required to hand in Bi-Weekly Reports during the employment period on a regular basis and retain a copy for their own records.

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.