

EVALUATIONS:

There will be an evaluation midway of the Work Placement and a second evaluation near the end of the Work Placement. They are also required to fill out their task book and return it to the department chair or admin-assistant in the first week they return to school for grading.

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.

HES390 VA33 FINAL CREDITS = _____

Alpha Grade	4-Point Equivalence	Attendance, Task book, Completion	Descriptor
CR	N/A	Yes	Credit
NC	N/A	No	No Credit

COURSE SCHEDULE/TENTATIVE TIMELINE:

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
 - NWP ThinkBIG Program Department

4. Concerns: Both the student and the supervisor are required to notify both Finning Director of Training and NWP Program Chair IMMEDIATELY if there are any problems or concerns that they are not able to resolve.

STUDENT RESPONSIBILITIES: This is an adult education environment. Enrolment at Northwestern Polytechnic assumes that the student will become a responsible citizen of the College. As such, each student will display a positive work ethic, take pride in and assist in the maintenance and preservation of Institute property, and assume responsibility for his/her education by researching academic requirements and policies, demonstrating courtesy and respect toward others; and respecting instructor expectations concerning attendance, classroom and shop rules, safety, assignments, deadlines and appointments. Students are learning skills to prepare them for the work environment.

Following the guidelines in “Student Rights and Responsibilities” in the NWP College calendar assist us all in maintaining an adult learning environment. Please refer to the Student Rights and Responsibilities policy in the Northwestern Polytechnic Calendar or at www.nwpolytech.ca/downloads/documents/StudentRightsandResponsibilities.pdf.

ATTENDANCE POLICY:

320 hours of attendance is required to receive credit for the work Placement. Students are responsible for consulting with their supervisor to make up any hours that are missed due to excused absences. Documentation may be required for excused absences. Missing hours due to unexcused absences may result in the student receiving no credit for the work Placement.

STATEMENT ON ACADEMIC MISCONDUCT:

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.