

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2025

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:	Cara Leaf	PHONE:	780-539-2879
OFFICE:	C411	E-MAIL:	cleaf@nwpolytech.ca
OFFICE HOURS:	M/W 10:00-11:30		

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.

PREREQUISITES: 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>

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

DELIVERY MODE: Employment training course: This is a paced online self-study course. (30hrs) Work-Experience (200hrs)

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.alberta.ca>.

**** For courses with alpha (letter) grading, a 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:

Assignments	30%
Discussion Posts	10%
Employer Evaluations:	30%
Work Experience Check-in:	5%
Final Report:	25%

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 Equivalence	Percentage Conversion (unless otherwise specified in the Course Outline)	Descriptor
P	N/A	50-100	Pass
F	N/A	0-49	Fail

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Content
1-2	Module 1 personality assessment Workplace Approval
3-4	Module 2 Resume & Cover Letters Work Experience
5-6	Module 3 Interviews Work Experience
Week 7 Reading Week	
8- 10	Module 4 Workplace Safety Worker's Compensation Psychological Safety Work Experience
11-12	Module 5 Conflict Resolution Workplace Professionalism Work Experience
13-14	Module 6 Communication Work Experience
15	Complete Work Experience hours

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 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.

Additional Information:

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, subsection 39(4) states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.