

Once on practicum, employment-level attendance and performance at the job site are required in order to receive credit for OA1240, Office Practicum. 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(S): Seminar/practicum (135 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.
- practice and apply professional knowledge and skills in communication.
- demonstrate professionalism in the office.
- demonstrate interpersonal, problem-solving, critical thinking, and time management skills.
- develop skills to work effectively within formal and informal networks and work cultures.
- 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 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.**

GRADING CRITERIA

A grade of credit or no credit is given for this course.

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 practicum period, the student shall receive credit for the course and an alpha grade of CR.
- ALL PAPERWORK MUST BE COMPLETED BEFORE A FINAL GRADE IS AWARDED

STUDENT RESPONSIBILITIES:

Email: Email is the preferred option to communicate with your instructor. Email correspondence to your instructor must be sent from your NWP student email account. Emails should be professionally formatted and include a subject, salutation, correct spelling and grammar, and a reference to the course in question. Emails that do not adhere to this format may not be responded to.

Due Dates: Work must be submitted to MyClass and/or the instructor by the due date and time given. No lates will be accepted.

NWP Policies: 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>.

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.