

**GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION/FAST TRACK
COURSE OUTLINE**

BA 1080 - WORK EXPERIENCE

TEXTS: None required.

PREREQUISITE: The student shall have successfully completed four courses in the Fast Track Program with an GPA of 5.

COURSE DESCRIPTION: Provides the student with employment in a supervised business environment and the opportunity to develop their practical skills.

- COURSE OBJECTIVES:**
1. Students shall apply the knowledge, technical and interpersonal skills that they have acquired in the program.
 2. The student shall apply the academic studies to the real world of business through participation in the work experience.
 3. The student shall receive on-the-job performance evaluations from the work experience employer(s).
 4. The student is to be considered an employee of the organization and therefore an employer/employee relationship shall exist.
 5. The student shall become an excellent source of temporary manpower so that the professional staff can be released to work on complex projects.
 6. The student shall become a source of innovative ideas for the organization.
 7. The business world will have the ability to tap into a resource pool of highly motivated, energetic and skilled individuals.

**COURSE
OUTLINE:**

1. An employer is required to fill out an Employee Application and Fact Sheet, providing detailed information about the position being offered.
2. The decision of the placing of a work experience is made by the Work Experience Coordinator in agreement with the student.
3. Positions are evaluated regarding such factors as relevance to academic studies, degree of supervision, duties and responsibilities, integration of the position into the organization, and skills required.
4. An employer evaluation is to be done by the student.
5. Employers are required to pay a stipend of \$100.00 per week to the person they are training. As with any other employee of the organization, the employer is responsible for handling such items as "Workers Compensation", and general liability insurance.
6. The student is required to prepare a final written work report based on specific learning activities in which they participated.
7. Both the employer and the student are required to notify the Work Experience Coordinator immediately if serious difficulties should arise in the relationship so that an attempt can be made to rectify the situation prior to a dismissal action by the employer.

GRADING:

If the student has satisfactorily met the expectations of the employer and the work experience coordinator during the work experience period, the student shall receive Credit for the course. No grade shall be assigned to this course. Completion of this course will provide the student with 3 credits toward a Certificate and an additional 3 credits towards a Diploma.

**BA 1080 Practicum
Professional Behaviour and Work Assessment**

Student Name: _____

Dept. or Company: _____

Supervisor: _____

| Categories | Excellent 5 | Above Average 4 | Average 3 | Below Average 2 | Poor 1 |
|-------------------------------|----------------|-----------------------|--------------|-----------------------|-----------|
| General Appearance | | | | | |
| Arrives on Time | | | | | |
| Follows Instructions | | | | | |
| Able to do Work Neatly | | | | | |
| Quality of Work | | | | | |
| Personal Disposition | | | | | |
| Willing and Eager to Work | | | | | |
| Cooperates With Office Rules | | | | | |
| Adaptability | | | | | |
| Able to Get Along With Others | | | | | |
| Initiative | | | | | |
| Totals | | | | | |

Work Experience Mark: ____ / .55 = ____ %

Comments: _____

Grande Prairie Regional College

Department of Business Administration

Performance Evaluation

The purpose of this evaluation is to provide feedback to the student regarding their performance in a "real life" work experience. Your comments are valuable in helping the student improve. Your candid and frank observations are encouraged.

At the end, there is a "comment" section which we would appreciate your completing.

Student: _____

Supervisor(s): _____

Business/Agency:

Name: _____

Address: _____

Phone: _____

Instructor/Coordinator: _____ Date: _____

Work Experience Objectives

Students will:

1. Become familiar with the nature and scope of your business/agency.
2. Become familiar with the daily routine of your business/agency.
3. Conduct themselves in a manner appropriate to an employee in training.
4. Interact positively with people served by the business/agency - both customers and staff.
5. Use this experience to reinforce their decisions about future employment or education.
6. Receive feedback as a positive experience and an opportunity to gain insight into how they may improve their skills, knowledge, and attitudes.

Rating Scale

S = Satisfactory -

NI = Needs Improvement -

U = Unsatisfactory -

Student demonstrates competency at least 75% of the time.

Student demonstrates knowledge/awareness of the competency but has not yet achieved mastery.

Student has not demonstrated a knowledge/awareness of competency.

1. Reliability

Rating

S NI U

A. The student was punctual and in attendance at all times expected.

— — —

B. The student completed assigned tasks on time.

— — —

C. The student's mode of dress was appropriate for the business/agency and its activities.

— — —

2. Motivation

A. The student interacted positively with other people.

— — —

B. The student demonstrated interest and motivation in completing assignments.

— — —

C. The student accepted and profited from directions criticism.

— — —

3. Adaptability and Organizational Habits

A. The student used work time efficiently.

— — —

B. The student demonstrated the ability to adjust to the demands of the job.

— — —

C. The student demonstrated initiative in finding additional tasks to complete (self-starter)

— — —

4. Communication

A. The student communicated effectively with people.

— — —

B. The student listened effectively to people.

— — —

C. The student maintained confidentiality.

— — —

5. Productivity

A. The student completed tasks accurately.

— — —

B. The student produced work within expected time standards.

— — —

C. The student demonstrated the ability to set appropriate priorities when completing tasks.

— — —

General Comments

1. Specific strengths:

2. Specific areas for improvement:

3. Student comments and plans for improvement:

**Grand Prairie Regional College
Business Administration Department
BA 1080 - Practicum information:**

Student Name: _____

Employer: _____

Phone: _____

[illegible]

Student Weekly Report Form

This form is to be completed by the student on a weekly basis and given to the faculty member in charge of the course. All reports should be filed on the Monday following the completed week.

| | |
|---------------------------------|---------------------|
| Student Name: | Phone (Res.) |
| Sponsoring Organization: | Phone: |
| Supervisor Name: | Phone: |

Report for the Week of: _____

| Day | Hours | Assignment |
|-----------------------------|-------|-------------------------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Total Hours | | Supervisor's Signature |
| Total hours to date: | | |

***Note:** Keep a copy of this Report.

Comments: _____

