



Grande Prairie Regional College
Department of Business and Office Administration

COURSE OUTLINE –WINTER/SPRING 2018

BA2920 Business Work-Integrated Learning – 3 (0-2-28) 450 Hours

INSTRUCTOR:	Cibylla Rakestraw	PHONE:	780-539-2873 780-512-5129
OFFICE:	C205	E-MAIL:	crakestraw@gprc.ab.ca

OFFICE HOURS: Virtual office hours are on Mondays and Wednesdays from 1:00 to 2:00 pm. There is a link on Moodle to connect to virtual office hours. I will respond to emails within 48 business hours.

CALENDAR DESCRIPTION:

This unique, optional-selective course provides students the opportunity to put classroom learning into practice in a paid, minimum 420 hour work term in the business world. The course involves 30 hours of pre-work term activities that take place in the winter semester. The work term takes place from May to August after completion of the first year of the Business Administration Diploma and is monitored and evaluated by the employer and the instructor. Applicants must

1. Be registered in the Business Administration Program at GPRC;
2. Have completed a minimum of two complete semesters in their program prior to the start of the work term.
3. Have a GPA of 2.5 or more in their first semester;
4. Be enrolled to continue second year studies prior the work term.

PREREQUISITE(S)/COREQUISITE:

Certificate of Business Administration with a minimum 2.5 GPA and successful selection interview with instructor. Students must be enrolled in their next year of study prior to the work term. Please note that students must be selected in order to take this course.

REQUIRED TEXT/RESOURCE MATERIALS:

Students must provide an acceptable resume, cover letter, and portfolio. Additional materials supplied by instructor.

DELIVERY MODE(S):

Prior to the start of the work term itself, students will work in small groups and/or one-on-one with the instructor in the selection of and preparation for the workplace. Once the work term begins, students will work fulltime as an employee of the employer. Upon completion of the work term, students will prepare and deliver a presentation to the instructor about what was learned during the work term.

COURSE OBJECTIVES:

- To enhance a well-rounded education, enriched by practical application of classroom learning;
- To provide opportunities to gain relevant employment skills and realistic expectations of the work force before graduation;
- To test and gain a broader understanding of career options;
- To develop maturity and self-esteem as productive members of the work force as well as confidence and skills developed through working with others;
- To document practical experience, a résumé, job search skills and a network of contacts upon graduation;
- To gain financial remuneration which help to defray educational costs.

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;
- Participate effectively in the job search process including preparation of effective resumes and cover letters and demonstration of appropriate job interview skills;
- Demonstrate enhanced entry-level business employment skills relevant to their field of studies;
- Understand and utilize the concept of developing and applying personal and professional learning objectives relating to employment;
- Demonstrate enhanced preparation for upcoming classes through having experienced a practical context in the business 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:

Several post-secondary institutions have block transfer agreements with GPRC's Business Administration Certificate and Diploma.

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**** 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:

Formal written evaluations will be provided by the employer and the instructor. The student will provide a written self-evaluation as part of the final report presented at the end of the work term.

GRADING CRITERIA:

Because of its non-academic nature, this course is not graded in the usual manner. Students with a successful work term as determined by evaluations from the employer, instructor, and student will receive a grade of Credit for the course. Incomplete or unsuccessful work terms will receive a grade of Non-credit

COURSE SCHEDULE/TENTATIVE TIMELINE:

Selection interviews for this course will take place late in the fall semester. This timing is to ensure students have the opportunity to register in another course for the winter semester should they not meet the selection criteria for this course. Pre-work term activities will take place during the winter semester between January and April. Students must successfully complete the pre-work term portion of the course in order to proceed to the work term. Upon successful completion of preparation work, interviews with prospective employers take place in March and/or April. The work term will normally take place fulltime for a minimum of 420 hours between May and August.

STUDENT RESPONSIBILITIES:

- Prepare, edit, and update an effective resume, cover letter, and portfolio;
- Demonstrate appropriate job interview skills;
- Develop appropriate learning goals for the work term;
- Provide fulltime employment services for the employer as indicated in the job description;
- Maintain employer confidentiality as required by the employer;
- Maintain communication throughout the work term with the employer and instructor, advising them of any issues/problems in a timely manner;
- Follow up on feedback with appropriate action;
- Complete a final work term report as required.

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 College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

****Note:** all Academic and Administrative policies are available on the same page.

Additional Information
Selection Criteria (Application & Interview)

All applicants must

1. Be registered in the Business Administration Program at GPRC;
2. Have completed two complete semesters in their program prior to the start of the work term;
3. Have a GPA of 2.5 or more in their first semester;
4. Be enrolled to continue second year studies prior the work term;
5. Attend the APPLICANT ORIENTATION SESSION;
6. Submit an application form, cover letter, resume, and signed "Terms and Conditions" agreement. State your reasons for applying and what you hope to gain from the program;
7. Submit written recommendations from at least two GPRC instructors.

Name: _____ Citizenship: _____

Student Number: _____ Email Address: _____

Local Address: _____ Permanent Address: _____

Local Telephone # _____ Permanent Telephone # _____

Intended major for second year: _____

Do not write below this line

Academic Criteria: grades for first semester courses to be entered at time of application submission. Second semester grades to be added prior to work term commencement.

BA1010:	BA1020:	BA1050:	Eval. Points /12:
BA1090:	BA1110:	BA1120:	Eval. Points /12:
BA1150:	BA1380:	BA1540:	Eval. Points /12:
Option:			Eval. Points /4:

Total academic points:

Non-Academic Criteria and Interview

Resume & Cover letter: _____
 _____ /4

Communication Skills: _____
 _____ /4

Personal Presentation: _____
 _____ /4

Confidence/Poise: _____
 _____ /4

Preparation: _____
 _____ /4

Willingness to travel: _____
 _____ /4

Faculty recommendations: _____
 _____ /4

Work experience & skills: _____
 _____ /4

Maturity & reliability: _____
 _____ /4

Initiative: _____
 _____ /4

Total non-academic points: /40

Academic points: /40

All points: /80

Portfolio: _____ Acceptable _____ Not acceptable

Recommendation:

Conditional Accept _____ Not accept _____

Evaluated by: _____ Date: _____

Terms & Conditions

In registering for BA2920, I understand and agree to the following terms and conditions:

Work integrated learning students are expected to

1. conform to all the conditions and rules that apply to employees in the organization;
2. exercise ethical workplace conduct;
3. set goals for learning;
4. work on enhancing their academic, professional and personal skills;
5. maintain employer confidentiality;
6. accept feedback, suggestions for improvement in a positive manner;
7. participate in work-site visits;
8. resolve problems or issues that may arise in a prompt, professional manner;
9. advise the employer and their coordinator of any concerns or problems with their work assignment or environment as soon as an issue arises;
10. keep in contact with their work integrated learning instructor.

Work Integrated Learning students are required to

- complete the 30 hour pre-employment training program prior to undertaking the work term. Pre-employment training is designed to prepare students for the work term and covers topics such as work integrated learning program objectives and expectations, job seeking skills, transferring skills to the workplace, workplace conduct, developing learning objectives, job performance progress and evaluation.
- complete a written report for the work term. Students should discuss with the employer their work term topic and any issues of research confidentiality. If a report contains confidential information, the employer may arrange to undertake the assessment or arrange for a non-disclosure agreement with the work integrated learning office. This report and the employer's evaluation are used to evaluate the success of the work term, as recognized on the student's transcript.

Additional considerations:

- It is inevitable that economic conditions, which are beyond the control of the institution, will have a considerable effect on the number, variety, and location of job placements. Although work integrated learning students are not guaranteed employment, every effort is made to place all students in appropriate jobs.
- Students who reject two or more offers of employment are dropped from the placement process and expected to secure their own work placement.
- There will be some inequality in pay rates and significant variations in the degree of challenge in the positions being offered to students. Although each work integrated learning program works with employers to determine pay scales, salaries are dependent on a variety of factors and do not govern the matching of student to work placement. The prime consideration is to provide a work setting appropriate to each student's ability and to offer opportunities for further development of relevant skills.