

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

I. Nicolson  
w. 24

OA 2240 - INTERNSHIP

- TEXTS:** Forms and instructions are provided. Instructor, in consultation with the student, will arrange placement.
- PREREQUISITE:** The student shall have successfully completed five courses in the Diploma Program.
- COURSE DESCRIPTION:** Provides the opportunity for the student to work in a supervised office environment and apply skills and knowledge learned in the program. A minimum of 120 hours of work experience over one semester is required.
- COURSE OBJECTIVES:**
1. The students shall apply the knowledge, technical and interpersonal skills knowledge they have acquired in the program.
  2. The student shall assess how the various functions of the office are integrated and coordinated to provide service to internal and external customers.
  3. The student shall practice good oral communication and interpersonal relations.
  4. The student shall receive on-the-job performance evaluation from work experience employer(s).
  5. The student shall review and interpret the on-the-job evaluation and together with the faculty advisor determine means and ways of overcoming any perceived opportunities for improvement.
  6. The student shall analyze the internship in determining their career goals and future employment.

- COURSE OUTLINE:**
1. The students, in consultation with faculty advisor, shall determine the company with whom work experience shall take place.
  2. The student, faculty advisor, and office supervisor will meet to determine the work experience component, hours of employment, remuneration if any, evaluation procedures, etc.
  3. An evaluation seminar with the student, faculty advisor, and office supervisor should be scheduled for approximately half-way through the office experience time and one at the end of the employment.
  4. Student is required to hand in Weekly Reports during the employment period on a regular basis and retain a copy for their final own records.
  5. After the completion of the work experience, the student shall prepare a final report. The length shall be a minimum of two and a maximum of five double-spaced typewritten pages. The report should have a title page consisting of student's name, company and date. The contents should summarize the specific work elements that the student performed and knowledge gained. As well the student should evaluate their own abilities to perform the expectations of the internship and their training in the program.
  6. Both the supervisor and the student are required to notify the instructor immediately if there are any problems or concerns they are not able to resolve. At the request of either the employer or the student the internship may cease and alternative arrangements will be made for the student to complete her internship.

**GRADING:** If the student has satisfactorily met the expectations of supervisor and the faculty advisor during the work experience period, the student shall receive Credit for the course. No grade shall be assigned to this course.