



**Grande Prairie Regional College
Administrative Technology
Course Outline**

OA2240 A3 M3 Work Experience

(3) (0-0-8) 120 hours

Instructor: M3 Section
Sharron Barr
Office: A313B
sbarr@gprc.ab.ca
Office Phone: 539-2979
Office Hours: M-F 1 – 2 p.m.

A3 Section
Kelly Coulter
Office C214
kcoulter@gprc.ab.ca
Office Phone: 539-2829
Office Hours: TBA

Texts:

Forms and instructions are provided. The instructor, in consultation with the student, will arrange placement.

Prerequisite:

The student shall have successfully completed five courses in the Diploma program and have fulfilled the Work Experience Requirements as attached.

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. To give the students an opportunity to apply the skills and knowledge they have acquired in the program.

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2. To enable the students to learn how the various functions of the office are integrated and coordinated to provide service to their internal and external customers.

3. To give students practical experience in oral communications and interpersonal relations. To enable the instructors in the Administrative Technology Department help the students bridge the gap between classroom instruction and on-the-job performance by providing evaluation in conjunction with outside evaluation.
4. To help students find employment by gaining experience they require to enter the business world.

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. Evaluation will be ongoing through the office experience time, at the midpoint of the experience and at the end of the employment. I will contact the work experience office supervisor by telephone, personal visit, or e-mail according to his/her preference.
4. Student is required to hand-in Weekly Reports during the employment period by Monday 9:00 of each week worked and to retain a copy for his/her own records. Weekly Reports must provide a detailed report of all duties and comments from the work experience supervisor.
5. 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.
6. The student will provide a written report of their work experience in proper business report format. (copy to work experience supervisor)
7. The student will attend and present the work experience sponsors with recognition plaque at the year-end reception.

Department Policy

Administrative Technology Practicum

(Work Experience)

Criteria

Students who have a 3rd semester GPA of C⁺ or better and receive the Practicum instructor's permission:

- are eligible to enroll in the Practicum.

Students who have a 3rd semester GPA of less than C⁺ and receive the Practicum instructor's permission:

- are eligible to enroll in the Practicum and will be placed at a volunteer agency.

In granting permission, the Practicum instructor will take non-academic factors into consideration (attendance, interpersonal skills, etc.)

Any Advance Credit must be approved by the Practicum instructor before the end of the second week of classes. A confirmation from the appropriate employer (s), that the work done would have been equivalent to a Practicum course, is required. The Practicum instructor will provide an appropriate form.

After agreeing to a Practicum placement, in order to receive credit for the course, employment-level attendance and performance at the job site are required. **Only under unusual circumstances will a second placement be arranged.**

Appeal

To appeal this department policy the student will:

1. Discuss request with appropriate Practicum instructor, then if necessary,
2. Arrange a meeting and discuss request with Chair and Practicum instructor.

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. In addition to the on-site hours the student is required to complete a final report and to make a presentation to their work experience sponsor. No grade shall be assigned to this course.