



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – WINTER 2014

VS 255 WORK EXPERIENCE PLACEMENT II – 2.0(0-0-24) 384 HOURS

INSTRUCTOR: Wendy Biegel **PHONE:** 780-835-6679
OFFICE: FPS 112 **E-MAIL:** wbiegel@gprc.ab.ca

OFFICE HOURS: Monday/Tuesday 4:00 pm to 5:00 pm
Wednesday/Thursday/Friday 1:00 pm to 5:00 pm

PREREQUISITE(S)/COREQUISITE: N/A

REQUIRED TEXT/RESOURCE MATERIALS:

The Work Experience Placement II course is conducted at the supporting employer's worksite. Students are responsible for transportation to and from their worksite and for any necessary worksite clothing or equipment. Many funders provide assistance for unavoidable work related expenses. Please let me know if you need help with transportation and/or other work related expenses.

CALENDAR DESCRIPTION:

Continuation of Work Experience Placement I. This work experience placement gives students an opportunity to apply Employment Training concepts in realistic part-time work situations. Emphasis will be on gaining experience leading to the student's employment goals after college where possible.

CREDIT/CONTACT HOURS:

VS 255 is a 2.0 credit course requiring 3 full time days of employment each week. Note: the length of a full time day may differ by employer.

DELIVERY MODE(S):

VS 255 is a work experience placement based course. Students will be expected to meet their supporting employer’s work place expectations and schedule.

OBJECTIVES (OPTIONAL):

1. Students will apply skills learned in VS 150 and VS 250.
2. Students will gain practical experience relating to their eventual career goal where possible.
3. Students will identify steps necessary for their career plan for after college.

TRANSFERABILITY:

**** 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:

Your final VS 255 mark will be based on your performance in the following areas.

Evaluation:	Employer Evaluation	60%
	Attendance		
	Punctuality		
	Works without supervision		
	Works with others		
	Follows directions		
	Dresses Appropriately		
	Work Quality		
	Aware of Safety		
	Learns and retains job duties		
	Ability to communicate		
	Ability to complete necessary documents		
	 Instructor Evaluation		 40%
	Work Policy		
	Attendance		
	Impressions		
	Job Stability		
	Attitudes		

Percentage grades for academic performance will be converted to a letter grade using the Grading Conversion Chart below. Practical skills will be assessed using the following descriptions.

- A Student uses the skill or task consistently without assistance at an excellent level.
- B Student uses the skill or task without assistance and rarely needs reminders.
- C Student uses the skill or task, but needs reminders or some help.
- D Student does not normally complete the skill or task without support.
- F Student is unable or unwilling to do the skill or task and will not accept support to complete task.

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

EVALUATIONS:

Students will be assessed at the end of the term based on their level of independence.

STUDENT RESPONSIBILITIES:

Students are responsible for their own learning and for ensuring they do not interfere with the learning of others. If you have any difficulties or need help meeting any program expectations; please speak with one of your instructors as soon as you can.

We expect all students to strive to meet two basic expectations:

Participation: Students must have 100% attendance and punctuality for all program activities. This includes classes, work experience placement, evening program commitments, community involvement activities, and any appointments with program staff or others. If it becomes necessary for you to miss or come late to any activity students are expected to advise their instructor as soon as possible. If the instructor agrees the change is necessary and appropriate notice was given students will be treated as though they did attend.

Respect: Students are expected to conduct themselves respectfully in regards to classmates, instructors, college staff, coworkers and supervisors at their work experience placement, community members, and themselves. This includes behaving in a manner that does not distract students involved in any program activity. Examples include: no cell phones at any class activity, being on time for class or other activities.

STATEMENT ON PLAGIARISM AND CHEATING:

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 www.gprc.ab.ca/about/administration/policies/**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Class Schedule: Your employer will schedule your work shifts around your classroom commitments. Any changes to your regular schedule must be approved by the program ahead of time.