



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – SPRING 2014

VS 300 FIELD WORK EXPERIENCED PLACEMENT – 2.0 (0-0-40) 360 HOURS

INSTRUCTOR: Rodger Woolridge **PHONE:** 780-835-6722

OFFICE: FPS 110 **E-MAIL:** rwoolridge@gprc.ab.ca

OFFICE HOURS: Monday to Friday 10:00 am to 3:00 pm

PREREQUISITE(S)/COREQUISITE: N/A

REQUIRED TEXT/RESOURCE MATERIALS:

The VS 300 Field Work Experience Placement course is conducted in the student's home community with a local employer. 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. Students are advised to let us know if they need help with transportation and/or other work related expenses.

CALENDAR DESCRIPTION:

This course is a nine-week, full-time work assignment in which students demonstrate their ability to successfully maintain employment without close supervision from program staff. This is a pass/fail course with a passing grade required for graduation. The field work experience placement may occur within a community of the student's choice.

CREDIT/CONTACT HOURS:

VS 300 is a 2.0 credit course requiring 5 full time days of employment each week. Instructors will contact the student, their employer, or their support system (parents, etc.) for progress reports by phone periodically. Note: the length of a full time day for the work experience placement may differ by employer.

DELIVERY MODE(S):

VS 300 is a work experience placement based course. There will be no classroom component. Students will be expected to meet their supporting employer's work place expectations and schedule.

OBJECTIVES (OPTIONAL):

1. Students will complete a nine week work experience placement in their home community.
2. The work experience placement will be paid competitive employment where possible with consideration given to long term employment goals.
3. Students can access community supports for employment and community living as arranged in the transition plan they prepared in VS 200.
4. Course requirements will be fulfilled in the student's home community, if possible.

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:

The final VS 300 mark will be a pass/fail grade based on the successful completion of nine weeks of employment. The cooperating employer will be asked for a final

evaluation of performance. Consideration will be given to special circumstances that arise during the work experience placement. Students are advised to contact the program if any problems arise during their work experience placement.

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: N/A

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:

N/A