



**COURSE OUTLINE**

**FILD100**

**FIELDWORK**

**3.0 CREDITS**

PREPARED BY: Alissa Hosein-Jacob      DATE: December 14, 2016

APPROVED BY: Margaret Dumkee      DATE: January 8, 2017

APPROVED BY ACADEMIC COUNCIL

RENEWED BY ACADEMIC COUNCIL



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DIVISION OF APPLIED SCIENCE AND MANAGEMENT  
Fieldwork 100  
3.0 Credit Course  
Winter, 2017

**FIELDWORK 100**

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**INSTRUCTOR:** Alissa Jacob  
Christina Thomas

**OFFICE HOURS:** Wednesdays 9-10am (A)  
Tuesdays 10-11am (C)

**OFFICE LOCATION:** A2410

**CLASSROOM:** N/A

**E-MAIL:** [ajacob@yukoncollege.yk.ca](mailto:ajacob@yukoncollege.yk.ca)  
[cthomas@yukoncollege.yk.ca](mailto:cthomas@yukoncollege.yk.ca)

**TIME:** (fulltime hours- 7.5 hours/day)

**TELEPHONE:** 668-8777  
668-8755

**DATES:** April 24-May 18, 2017

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**COURSE DESCRIPTION**

This course offers students an opportunity to complete a 4-week fieldwork placement at a selected employer. Students will learn about the operation of the organization (including policies and procedures) and apply theory learned in the classroom.

**PREREQUISITES**

Students must have successfully completed their Office Administration program coursework for Administrative Assistant or Accounting Clerk certificate stream.

**EQUIVALENCY OR TRANSFERABILITY**

Not applicable

## LEARNING OUTCOMES

Upon successful completion of the course, students will be able to

- Perform a variety of work related tasks assigned by their fieldwork employer
- Apply classroom theory appropriate to the field of study (Accounting Clerk or Administrative Assistant).

## COURSE FORMAT:

Students will be placed with appropriate employers according to their field of study. Instructors will arrange fieldwork placements with input from students.

## ASSESSMENTS

### Attendance & Participation

Students are expected to work 7.5 hrs per day for the full four week placement and submit four weekly field placement journals. If students are unable to attend their placement (ie: due to illness), students are required to contact **the employer and the instructor**.

### Determination of Final Grade

A final grade for this course will be assigned on a pass/fail basis. In order to receive a passing mark for the course, students must successfully complete fieldwork placement. Satisfactory attendance and a performance evaluation, completed by the employer, will be the credit criteria.

### Determination of Final Grade

For transcript purposes, your final mark will be translated into “P” (pass) or “F” (fail).

### Evaluation

Students will be evaluated during regular site visits by their instructors and based on feedback from employers and the student’s weekly journals. At the end of the field placement, the employer will complete an evaluation of the student’s professionalism, attendance and the quality of the work completed and provide this information to the instructor and student.

## **REQUIRED TEXTBOOKS AND MATERIALS**

Not applicable

## **ACADEMIC AND STUDENT CONDUCT**

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

## **PLAGIARISM**

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

## **YUKON FIRST NATIONS CORE COMPETENCY**

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

## **ACADEMIC ACCOMMODATION**

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or [lassist@yukoncollege.yk.ca](mailto:lassist@yukoncollege.yk.ca).