

OA179
Office Practicum Placement
3 Credits

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OA179 Version: 1



Office Practicum Placement

Calendar Description

The practicum allows students to obtain relevant work experience while utilizing skills and knowledge from the program. P/F.

Rationale

The Office Practicum allows students to apply classroom theory in an office setting. This allows students to gain vital office skills through on the job training.

Prerequisites

A current standing of at least a D is required in all of the Administrative Professional courses before a student can take this course.

Co-Requisites

None

Course Learning Outcomes

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

1. participate in meaningful work and gain realistic job experience.
2. demonstrate an awareness of the office administrative's role in the office and apply knowledge gained in the Administrative Professional program.
3. perform assigned office tasks within acceptable time limits to the satisfaction of the employer.
4. use standard office equipment and supplies while maintaining a tidy work station.
5. further develop and refine a professional attitude by displaying acceptable work habits, appropriate hygiene, and co-operative attitude toward co-workers.
6. learn about the organization of the business in which he or she is placed and the relationship of employee to employers, unions, and government.
7. explore career opportunities.
8. improve self-confidence as a result of completing the above.

Resource Materials

An "**Employer Handbook**" is provided to host employers. This handbook contains guidelines for the placement (responsibilities of the employer and the College), as well as the forms used to evaluate the student's placement.

Conduct of Course

The instructor, in consultation with students and employers, assigns a work experience location for each student. Placements are at the discretion of the instructor, but students are encouraged to make requests, which are arranged if possible. Students are responsible for their own transportation for the practicum.

The practicum is based on 120 hours in an office setting. Students work the regular operational hours of their assigned work placement and are to notify the employer if they will be late or absent as they are considered employees with regard to absenteeism and punctuality.

An Office Practicum Analysis Report (OPAR) is used to describe the office procedures, personnel, and environment for the student's practicum. The OPAR also includes a daily record of activities (what students did and what they learned) and a work experience placement evaluation. Employers are responsible for providing an evaluation of the student's performance.

Strict confidentiality of the workplace must be maintained at all times.

The Practicum Coordinator may make site visits to interview the student and workplace supervisor about the student's progress. Ongoing contact with the student and workplace supervisor will be made if deemed necessary.

Evaluation Procedures

A Pass/Fail (P/F) grade is awarded at the end of the practicum through a consultation process with the student, Office Practicum supervisor, and the Practicum Coordinator.

To obtain a "P" (Pass), the student must:

- receive a "satisfactory" rating from the Practicum Supervisor.
- complete and submit all required paperwork. This paperwork includes the following:

(1) OPAR, (2) daily record of activities, and (3) work placement evaluation.

Lakeland College is committed to the highest academic standards. Students are expected to be familiar with Lakeland College policies related to academic conduct and academic honesty and to abide by these policies. Violations of these policies are considered to be serious and may result in suspension or expulsion from the College.

Grade Equivalents and Course Pass Requirements

This is a pass/fail course.

Attendance

Regular attendance and punctuality are essential for success in this course. Students must complete the full 120 hours of practicum time in order to pass the course.

Students call their immediate work experience supervisor to report any unscheduled absences. Work attendance is monitored by the workplace supervisor. Any problems with attendance are then discussed with the Practicum Coordinator.

Students who are not meeting established attendance requirements may be withdrawn from the practicum.

In the case of repeated absences due to illness, students may be requested to submit a medical certificate at their expense.

Course Units/Topics

Workplace supervisors are asked, as much as their operations allow, to give students the opportunity to experience many regular job duties expected of an entry-level office worker.

Students work with their immediate workplace supervisor to determine a schedule of tasks to be completed.



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