



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – OA1240

WORK EXPERIENCE WINTER 2014

INSTRUCTOR: Zonya Sabourin **PHONE:** 780-723-5206
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Provincial Building
Edson, AB
OFFICE HOURS: By appointment.

PREREQUISITE(S)/COREQUISITE:

The student will have successfully completed at least five courses in the Diploma program.

REQUIRED TEXT/RESOURCE MATERIALS:

Forms and instruction will be provided. The instructor, in consultation with the student, will arrange placement.

COURSE DESCRIPTION:

This segment of the course 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 the semester is required.

COURSE OBJECTIVES:

1. To give the students an opportunity to apply the skills and knowledge they have acquired in the program.
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 clients and customers.
3. To give students practical experience in oral communications and interpersonal relations and enable the instructor in the Office Administration Program to assist the students in overcoming the gap between classroom instruction and on-the-job performance. The instructor will provide evaluation in conjunction with the work experience employer.
4. The students will gain experience from this portion of the course that will enable them to enter the business world.

COURSE OUTLINE:

1. The students, in consultation with the faculty advisor, shall determine the company with whom work experience shall take place. A resume is to be prepared and given to the advisor for the purpose of submitting it to the potential placement site.
2. The student will complete a Workplace Orientation booklet and prepare a timesheet to record the required hours.
3. The student, the faculty advisor, and the office supervisor will meet to determine the work experience component, hours of employment, evaluation procedures, and remuneration, if any.
4. An evaluation seminar with the student, faculty advisor, and office supervisor should be scheduled approximately half way through the office experience time, and another at the end of the employment.
5. The student is required to hand in bi-weekly reports during the employment period and retain copies of these for their own records.
6. After completion of the work experience, the student shall prepare a final report. This report will be a minimum two and a maximum of five double-spaced, typewritten pages. The report will include a title page consisting of the

student's name, the place of employment, and the current date. The contents of the report will summarize the specific duties that the student performed and the knowledge gained. The student will also evaluate his or her own abilities with regard to the expectations of the placement and the training received during the duration of the program.

7. Both the supervisor and the student are required to notify the faculty advisor **immediately** if there are any problems or concerns they are unable to resolve. At the request of either the student or the employer, the internship may cease and alternative arrangements will be made for the student to complete the work experience portion.

GRADING CRITERIA:

If the student has satisfactorily met the expectations of the supervisor and the faculty advisor during the internship period, the student shall receive Credit for the course.

No letter grade is assigned to this portion and all paperwork must be completed before the final grade is awarded.

STUDENT RESPONSIBILITIES:

The student is expected to report for work on time on the designated days. The student shall telephone both the employer and the faculty advisor if illness or a family emergency arises. The student shall complete a timesheet as specified in the Course Outline, Item 2, and submit the timesheet to the faculty advisor on a regular basis. The student shall conduct him- or herself in a professional manner at all times and wear appropriate workplace clothing.