

M:	<p>Course Objectives / Learning Outcomes</p> <p>The learner has demonstrated the ability to</p> <ol style="list-style-type: none"> 1. Find a suitable placement in an organization which relates to his/her program; 2. Explain how learning experiences are reflected in the workplace; 3. Develop knowledge and skills specific to his/her career path; 4. Describe the connection between classroom and practical experience; and 5. Present an oral report that will demonstrate the type of experience acquired and practised on the job.
N:	<p>Course Content</p> <ol style="list-style-type: none"> 1. Use job search skills to find a suitable paid position which relates to the program. 2. Prepare a learning portfolio which reflects the following: <ul style="list-style-type: none"> • A sample of course work and assignments completed during the program • Skills and knowledge acquired in the classroom • A connection between classroom and practical work experience • A collection of experiences acquired and practised on the job • An analysis of organizational and interpersonal skills utilized during the work experience 3. Preparation and presentation of an oral report explaining how learning experiences are reflected in the workplace, a full description of all tasks completed, and organizational and interpersonal skills utilized in the workplace.
O:	<p>Methods of Instruction</p> <p>The degree coordinator will monitor students in the completion of their portfolios and make contact with their employers as deemed necessary to ensure the successful completion of the assigned work experience. Individual presentations will be conducted in the classroom at the completion of the work experience.</p>
P:	<p>Textbooks and Materials to be Purchased by Students</p> <p>Information package prepared by the Faculty of Commerce and Business Administration.</p>
Q:	<p>Means of Assessment</p> <p>Mastery</p>
R:	<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>

Course Designer(s) Elizabeth Hicks

Education Council / Curriculum Committee Representative

Dean: Rosilyn G. Coulson

Registrar: Trish Angus