



COURSE OUTLINE

**FILD100
FIELDWORK**

3 CREDITS

PREPARED BY: Alissa Hosein-Jacob and Jennifer Moorlag, Instructors

DATE: December 15, 2020

APPROVED BY: Ernie Prokopchuk, Interim Dean

DATE: January 5, 2021

APPROVED BY SENATE: Click or tap to enter a date

RENEWED BY SENATE: Click or tap to enter a date



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FIELDWORK

INSTRUCTOR: Alissa Hosein-Jacob (AHJ)
Jennifer Moorlag (JM)

OFFICE HOURS: By appointment

OFFICE: A2410 (AHJ) (Ayamdigut)
A2412 (JM) (Ayamdigut)

CLASSROOM: N/A

E-MAIL: ajacob@yukonu.ca
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TIME: Full time hours

TELEPHONE: 867-668-8777 (AHJ)
867-668-8756 (JM)

DATES: Apr 26-May 21, 2021

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 all Office Administration program coursework for the Administrative Assistant or Accounting Clerk certificate stream

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 (i.e.: 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 their fieldwork placement. Satisfactory attendance, completed weekly journals, and a performance evaluation, completed by the employer, will be the credit criteria.

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. This information will be presented to the instructor and student.

REQUIRED TEXTBOOKS AND MATERIAL

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 a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work 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 University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University 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 University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.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 University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should

contact the Learning Assistance Centre (LAC): lac@yukonu.ca.