



Course Outline

INSTRUCTOR:	Alissa Hosein-Jacob	OFFICE HOURS:	By appointment
OFFICE:	A2410 (Ayamdigut)	CLASSROOM:	N/A
E-MAIL:	ajacob@yukonu.ca	TIME:	Full-time hours
TELEPHONE:	867.668.8777	DATES:	Apr 27–May 22, 2026

COURSE DESCRIPTION

This is the culminating capstone course in the Administrative Assistant certificate and through this course, students will participate in four weeks of on-the-job training. Through mentorship, students will take on an administrative assistant role in a Yukon organization. Throughout the placement, students will reflect on this learning experience with feedback from their placement supervisor and instructor.

COURSE REQUIREMENTS

Successful completion of all administrative assistant certificate requirements.

LEARNING OUTCOMES

Upon successful completion of the course, students will have the following skills:

- Perform a variety of work-related tasks assigned by their relevant fieldwork employer

COURSE FORMAT

Students will be evaluated by their fieldwork hosts and during regular site visits by their instructors. Students will also provide their feedback in weekly journals. At the end of the fieldwork placement, the employer will complete an evaluation of the student's professionalism, attendance, and quality of work completed. This information will be provided to the instructor and student.

Attendance and Participation

Students will attend their fieldwork for 7.5 hours each day from Monday to Friday for the four-week placement and submit four weekly field placement journals. If students are

unable to attend their placement (i.e. due to illness), students will contact the employer and the instructor.

Determination of Final Grade

A final grade for this course will be assigned on a pass/fail basis. To receive a passing mark for the course, students must successfully complete their fieldwork placement. Attendance, weekly journaling, and performance will be evaluated.

COURSE WITHDRAWAL INFORMATION

Refer to the [YukonU website](#) for important dates.

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, all students are required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukonu.ca/yfnccr](#) to complete the core competency requirement.

ACADEMIC INTEGRITY

Students are encouraged to contribute toward a positive and supportive environment, and Academic dishonesty will not be tolerated.

Please refer to YukonU's [Academic Regulations and Procedures](#) for details about academic standing and student rights and responsibilities.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](#) for resources or to arrange academic accommodations: access@yukonu.ca.