

	School of Business & Leadership	
	FILD 100	
	FIELDWORK	
	Term: Winter 2024 (2023-02)	
	Number of Credits: 3	
Course Outline		

INSTRUCTOR:	Alissa Hosein-Jacob (AHJ) Deanna McNaught (DM)	OFFICE HOURS: By appointment
OFFICE:	A2410	CLASSROOM: N/A
E-MAIL:	ajacob@yukonu.ca dmcnaught@yukonu.ca	TIME: Full time hours
TELEPHONE:	867-668-8777 (AHJ) 867-456-8629 (DM)	DATES: Apr 22-May 17, 2024

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.

COURSE REQUIREMENTS

Prerequisite(s):

Students must have successfully completed all Office Administration program coursework for the Administrative Assistant or Accounting Clerk Certificate programs.

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

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.

www.yukonu.ca

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 provided to the instructor and student.

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).

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

Not Applicable

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

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.

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.

TOPIC OUTLINE

Not Applicable