

Course Outline

FACULTY:	Faculty of Science and Technology	
PROGRAM(S):	Computer Engineering Technology	
DEPARTMENT:	Computer Engineering Technology	
COURSE TITLE:	STAGE	
COURSE NUMBER:	247-610-VA	
COURSE SECTION(S):	00001	
PONDERATION:	2-8-0	lecture - labwork - homework
NUMBER OF CREDITS:	3.33	credits
PREREQUISITE(S):	Minimum of 45 credits obtained in the CET program courses	
SEMESTER/YEAR:	Winter 2022	
TEACHER (THEORY):	Andreea Iftimie Office: D-366 Tel: 514-744-7500 Ex. 7753 E-mail: iftimiea@vaniercollege.qc.ca	
AVAILABILITY:	Office Hours:	
TEACHER (STAGE):	Manijeh Office: N-245 Tel: 514-744-7500 Ex. 7535 E-mail: khataiem@vaniercollege.qc.ca	
AVAILABILITY:	Office Hours:	
TEACHER (STAGE):	John Salik Office: D-366 Tel: 514-744-7500 Ex. 7034 E-mail: salikj@vaniercollege.qc.ca	
AVAILABILITY:	Office Hours:	
Introduction		
Students will learn how to communicate in the workplace. They will learn about different occupations in the workplace (technician, engineers ...). They will learn how to work in teams. Students will do résumé and interview preparation.		
In stage, they will be in a setting conducive communicating professionally: listening to clients’ requests and to answering questions in a professional manner. They will be in a setting conducive to suggesting solutions and negotiating with the clients. In stage, students will convey technical information in everyday terms. They will learn to practice their communication methods in an environment conducive to effective communication and respect for others.		

Statement of Competency:
037B – To process information about working in the field of computerized systems technology.
Element 1: Gather information on workplaces and the occupation.
Element 2: Analyze the information on workplaces.
Element 3: Analyze the information [about] the occupation.
Element 4: Summarize the information.
Statement of Competency:
037K – To communicate in the workplace.
Element 1: Use verbal and written communication techniques specific to the workplace.
Element 2: Receive and transmit information.
Element 3: Use teamwork techniques.
Element 4: Assess the quality of their communications.
Student Personal Resources Required
<ul style="list-style-type: none"> • 2 Small bound Log Books (non removable pages) Preferably Numbered. 20\$ • Clothing for work environment in an office. 100\$-200\$ • Transport costs for 3 weeks. 60\$ - 100\$ (stm monthly pass recommended)
Bibliography (required according to MEES)

Course Content and Tentative Dates (see *Note1)				
Week	Week of	Theory (Fridays)	In class activity	Due before class
1	17-Jan	Introduction forms	CV	
2	24-Jan	CV theory	CV Modifications	First draft of CV
3	31-Jan	Cover Letter	Cover letter	Final CV and draft of cover letter
4	7-Feb	On-line profile	On-line profile	Final cover letter
5	14-Feb	Project Portfolio	Project Portfolio	On line profile done and networked.
6	21-Feb	Job search strategies	Job search	Final project portfolio.
7	28-Feb	Interview Strategies	Job search	Job search entry in log book
8	7-Mar	Social media	Job search	Job search entry in log book
	14-Mar	Spring Break	Spring Break	Spring Break
9	21-Mar	Professional conduct, punctuality, and appearance	Job search	Job search entry in log book
10	28-Mar	Mock interview	Job search	Job search entry in log book
11	4-Apr	Mock interview	Job search	Job search entry in log book
	11-Apr	Easter Friday no classes		
12	19-Apr		Stage LIA	Log book entries and weekly reports
13	26-Apr		Stage LIA	Log book entries and weekly reports
14	3-May		Stage LIA	Log book entries and weekly reports
15	10-May	Tuesday (FRIDAY schedule)	Stage Presentation	

**Note1: Dates and content may vary*

LEARNING INTEGRATION ASSESSMENT (LIA)

Each course includes a Learning Integration Assessment (LIA) that attests to students' achievement of the course- level learning outcome that is the main knowledge, skills, and attitudes to be developed. The LIA for this course is the following:

Stage

EVALUATION CRITERIA FOR THE LEARNING INTEGRATION ASSESSMENT

Weight of Grade (%) 60%

Student Responsibilities

BEFORE STARTING INTERNSHIP

- ✓ Prospect possible host companies.
- ✓ Prepare an appropriate resume
- ✓ Secure a Stage
- ✓ Review job responsibilities with the employer.
- ✓ Have the employer prepare a Tentative Schedule of Activities for the student.
- ✓ The following documents need to be approved by the Stage coordinator:
 - Cover Letter, Résumé, Portfolio and On-Line Profile
- ✓ Prepare a brief letter to your Stage Coordinator (teacher), detailing expected learning outcome from your Stage experience.
- ✓ Submit the Employer's Tentative Schedule of Activities.
- ✓ Read and sign the Stage Agreement

DURING INTERNSHIP

- ✓ Maintain a daily log of your Stage period.
- ✓ Submit your daily logs regularly.
- ✓ Maintain Professional conduct at all times.
- ✓ Respect the company's rules and procedures.
- ✓ Inform the company and your Stage Coordinator of any absences in advance.
- ✓ Participate in the tasks that have been assigned.

AFTER INTERNSHIP IS COMPLETED

- ✓ Send a thank you letter to your supervisor, and a copy to your Stage Coordinator.
- ✓ Write and submit your Final Stage Report to your Stage Coordinator.
- ✓ Prepare and deliver an oral presentation summarizing your Final Stage Report.
- ✓ The preparation and presentation is part of the stage lab component.

Course Structure	
THEORY:	1 hours/week: Basic theory on CVs, cover letters, job searches, interviews
IN CLASS EXERCISES:	1 hours/week: Time will be given in each class to complete the required documents to search for jobs, Mock interviews will be conducted as well.
STAGE:	3 consecutive 40hours/week: Students must complete a 3 week work experience in a company or other institution
ATTENDANCE	
THEORY:	Consistent attendance is strongly recommended as the material is directly linked to the documents that need to be produced. <u>Students</u> are responsible for obtaining and assimilating all material covered during any absence.
IN CLASS EXERCISES:	In order to meet and be evaluated on the course competencies class attendance is <u>mandatory</u>. Failure to complete all IN CLASS EXERCISES assigned in the designated class without just cause may result in penalties.
TESTS:	There will be no tests in this class. Your evaluation is described bellow.
EVALUATION	
The final mark will be weighted:	<div> <div> Cover Letter Curriculum Vitae On-Line Profile Job search Log Book Project Portfolio Mock interview </div> <div>40 % equally weighted</div> <div>pre stage</div> </div>
	<div> <div>Work Log Book/weekly reports 15%</div> <div>Report 15%</div> <div>Presentation 15%</div> <div>Employer Assessment 15%</div> </div> <div>During Stage LIA</div>
	<div> <div>Total:</div> <div>100%</div> </div>

The following general rules apply:

- A minimum mark of 60% is required to pass the course. **A successful stage must be achieved to pass this class. LIA**
- Students are expected to attend all their schedule classes.
 - Absence from any lab class where specific skills are being assessed will result in a failure of that skill.
- **Students are expected to conduct themselves in a professional manner at all times.** This includes but is not limited to:
 - Arriving to class (theory and stage) on time and prepared to do the required work;
 - Conducting themselves in an appropriate manner at all times (including being respectful to the teacher, classmates, colleagues and any guests);
 - Using professional language (no cursing and/or swearing and using appropriate vocabulary);
 - Arriving to class stage with all necessary supplies (logbook, notebook, textbook, manual, paper, writing implements, calculator, etc.);
 - Turning off all personal communication/music/video electronics (removing headphones, earphones, ear buds etc.); and
 - Having all assigned work completed.

Remember that developing professional behaviours and habits now is an important aspect of preparation for entering a professional work environment in the future.

- Students are expected to take their own notes during classes.
- Documents must be typed, and computer generated according to the guidelines provided by the teacher.
- When requested, Lab preparations and Lab Results/logbooks are to be handed in during the lab session. Late Lab Preparations/Lab Results may not be accepted, and a zero mark will be recorded.
- Any assigned work submitted beyond 1 week late may not be accepted, and a zero mark may be recorded. Assigned work up to and including one week late may be reduced by up to 25% of the maximum mark.
- In-class assignments will only be accepted in the class in which they are assigned.
- Students who are consistently late for class (lab and/or theory) may be refused entry (equivalent to losing your job).
- All grades are reported on a numeric scale from 0% to 100%. The following categories briefly describe the relative value of these grades.

range	mean	Description
90 - 100	95	Excellent, mastery of the objectives
80 - 89	85	Very Good mastery of the objectives
65 - 79	72	Good, mastery of objectives
60 - 64	62	Fair mastery of objectives
0 - 59	n/a	Poor mastery of objectives

Academic and other Resources

If at any point in the semester, you are concerned about the course or you realise that you are having academic difficulties; your first resource should be to talk to me, your teacher. Academic difficulties include problems with the understanding of the theory, to the development of the practical skills required by the course. The earlier you look for help, the greater your chances of succeeding in the course. If I don't feel I can provide you with the help you need then I may recommend one of the College resources below.

For other problems or difficulties, you may encounter while at Vanier there are a number of Services available to help you within the college. They are there for you to use. These include:

Student Services (C203): Some areas where they provide services and/or information are:

Services for students with disabilities	Counselling (personal and other problems)
Student Advocate	Financial Aid (including aid and scholarships)
Health Services (Nurse on staff)	Student Employment
Academic and Behaviour Policies	Lockers
Housing	Volunteering

Student Services is a great resource for questions about college life and any problems you encounter while at Vanier. If they do not have the answer, they can direct you to the right place to find it.

Tutoring and Academic Success Center - TASC (F-300): Student-orientated centre dedicated to promoting and aiding students' development and success in academics and in society.

Admissions and placement tests	S.T.A.R. Program
English Exit Exam	English conversation and pronunciation clubs
English Peer Tutoring	Scholarship information
Vanier Native Program	Diversity support

TASC is the main college resource for students with learning difficulties and for students with weak English language skills.

Science, Technology, Engineering and Mathematics - STEM (D-301): This Centre aims to promote student success in mathematics and science. The large interactive study space includes a hackerspace for hands-on applied projects such as robotics, and a study hub for collaborative group work. Teacher help, computers, and a large collection of math and science textbooks are equally available. We offer a number of activities, services and resources including:

Free drop-in peer tutoring	Drop-in help from teachers
Free private tutoring	Teacher-led review sessions
Computer access	Laptop borrowing

Mediation and Grades Review

There are two committees available to the student for resolution of academic complaints.

1. The [Grades Review Committee](#) to review complaints concerning the grading of students' work.
2. The *Faculty Mediation Committee* to review academic complaints other than those dealing with student grades – see *Student Academic Complaints* below.

General College Academic Policies

It is the student's responsibility to be familiar with and adhere to all Vanier College Policies. A summary of the course-level policies that apply in this and all other Vanier courses can be found under “Course-Level Policies” in **Important Vanier Links** on **Omnivox**, or by following this link: <http://www.vaniercollege.qc.ca/psi/course-level-policies/>. Complete policies can be found on the Vanier College website, under [Policies](#).