

COURSE OUTLINE



COURSE NAME: North American Business Practicum Work Experience I	COURSE NO: NABU 480
TERM: Fall 2013	COURSE CREDITS: 3
INSTRUCTOR: TBD E-mail: TBD Phone: TBD Office: TBD	SECTION NO: XX DATES: XX Room: XX Course WebSite: moodle

COURSE FORMAT:

Participation requires students to adequately prepare for and secure a practicum work opportunity prior to beginning their practicum. During the 8 weeks of the practicum, participation requires students to complete an average of 1 contact hour per week.

The 15 weeks of contact hours and class work will use a mixed-mode approach, including:

- Seminars, meetings, presentations and events
- scheduled face to face classes 1 to 2.5 hours in length
- individual career coaching sessions with an advisor
- complementary activities outside the classroom
- online course work

The last 8 weeks of the course will require a non-paid practicum work experience in B.C. Students are required to work off campus at the employer site an average of 35hrs per week for the full 8 weeks.

COURSE PREREQUISITES: 12 NABU, BADM, IBUS, BMKT or CMNS credits.

COURSE DESCRIPTION:

This course provides tools and strategies to prepare students to research, apply for, secure and successfully complete an appropriate 8 week non paid Canadian practicum work placement. Students are required to assess themselves, survey the B.C. job market and articulate their competitive advantages. The course addresses the specific processes involved in finding a challenging and rewarding practicum position that is in alignment with his/her personal and professional career goals.

COURSE CONTENT:

Students are required to review selected readings, write reflections and/or conduct research for the following class. See course web site on moodle for updated course information.

Learning Outcomes:

ABILITIES	OUTCOMES	LEVELS
COMMUNICATIONS	C1. Prepare effectively for an employment interview by conducting company research and preparing for dialogue typical to a job interview situation.	1-3
	C2. Utilize an effective resume and cover letter for employment purposes.	1-3
	C3. Demonstrate the ability to self-assess workplace behaviour through the preparation of a written report on completion of the work term experience.	1-3
	C4. Effectively articulate and communicate personal strengths and weaknesses.	1-3
	C5. Communicate effectively with practicum employers using terminology, language, written formats, and professionalism.	1-3
ANALYSIS AND DECISION-MAKING	A1. Become familiar with resources and strategies for researching potential occupations and/or organizations and targeting their work search activities.	1-3
	A2. Develop confidence in company research abilities, application procedures and interview processes.	
	A3. Understand local labour market conditions.	1-3
	A4. Understand how competences fit different labour markets.	
	A5. Evaluate specific interests and attitudes in order to identify career goals.	1-3
	A6. Identify strategies to achieve career goals.	1-3
	A7. Develop and implement a practicum job search action plan.	1-3
	A8. Determine existing strengths and identify gaps in current skills and knowledge set while exploring employment opportunities.	1-3
	A9. Know and understand different ways to add value to diverse organizations.	1-3
SOCIAL INTERACTION	S1. Enhanced ability to network within the local and global business community.	1-3
	S2. Effectively and professionally interact in the workplace with coworkers while meeting the needs and expectations of the employer and organization.	1-3
	S3. Develop self-awareness, public speaking and leadership skills, and professional behaviours.	1-3
	S4. Develop interpersonal relations skills with other employees and with their clients/customers/suppliers.	1-3
CITIZENSHIP AND GLOBAL PERSPECTIVES	G1. Identify and understand the position of the employer organization in the global marketplace.	1-2
	G2. Make contacts in the local business community for future employment opportunities.	1-3
	G3. Enhance understanding of global changes in the work world.	1-3

The student practicum work experience is designed to provide a period of full time productive non-paid employment in the Canadian work place. The practicum work experience enables the student to apply classroom theory and skills to employment.

OUR COMMITMENT TO ASSESSMENT AND CONSTRUCTIVE FEEDBACK

The Faculty of Business is committed to providing feedback that rewards excellence and motivates personal development. We use a mixture of personal, peer and professional assessment so that students have a diverse view of their progress in skills and abilities development. It is important to use feedback to enhance the quality of learning.

The assessment model is designed to give a fair reflection of the letter grade earned, as well as a road map for personal skill and ability development. For each skill and ability in the course students will be assessed as to the level of comprehension demonstrated. Grades are a function of how students have met course expectations as to those levels of comprehension.

The expected levels of comprehension for this course are defined as follows:

SIX "LEVELS" of comprehension

KNOWLEDGE	
1. Recognize	Be able to identify the components of a framework or tool.
2. Define	Be able to describe the aspects of the components of the framework or tool.
APPLICATION	
3. Use	Be able to manipulate the framework or tool to cause a result.
4. Interpret Results	To understand the result of the manipulation in a meaningful way.
JUDGMENT	
5. Situational Use	To be able to identify situations where the framework or tool should be applied, and then apply the framework or tool, including using the results effectively.
6. Adaptation	To be able to creatively adapt the framework or tool such that its use will maximized in a given situation.

REQUIRED TEXT and OTHER RESOURCES:

Current periodicals and reading materials will be identified and/or provided to the class through the term. Case studies, articles and other handouts will be provided by the instructor.

RECOMMENDED READINGS:

Yerema, Richard W. Ed. Canada's Top 100 Employers 2005 ed. Mediacorp Canada, 2000
website: www.canadastop100.com

Bolles, Richard Nelson. What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career Changers. Berkeley: Ten Speed Press, 2005.

Foord Kirk, Janis. Career Strategies for the New World of Work, Kirkfoord Communications Inc., 1999

Kaplan, Robbie Miller. How to Say It in Your Job Search, Prentice Hall Press, Paramus, New Jersey, 2002.

The Career Directory 2005, Mediacorp Canada Inc., 2001. for information:
www.mediacorp2.com

O'Sullivan Systems Consulting Ltd. Find a Job Canada, 2000 - 2009. <http://www.find-a-job-canada.com/bc.html>

Public Works and Government Services Canada. Publishing and Depository Services, 2011
<http://www.servicecanada.gc.ca/eng/lifeevents/job.shtml>

COURSE CONTENT/SCHEDULE:

Please note: The above schedule is an estimate only. Changes will be made at the discretion of the instructor and posted on the course web site on Moodle.

Week #1	The Practicum Work Experience Goal Setting and Action Plan
Week #2	Job Research
Week #3	Resumes and Cover Letters
Week #4	Networking
Week #5	Interviewing Skills
Week #6	Mock Interviews
Week #7	Personality Profiles: Knowing Yourself
Week #8	Personal and Management Expectations
Week #9	Individual Meetings with Practicum Advisors
Week #10	Challenges and Successes
Week #11	Individual Meetings with Practicum Advisors
Week #12	Learning and Coaching Opportunities
Week #13	Individual Meetings with Practicum Advisors
Week #14	Student Performance Evaluation, Work Term Summary Report
Week #15	Employer Evaluation Review

EVALUATION PROFILE:

ASSIGNMENTS:

1. Networking events participation	10%
2. Job Research	15%
3. Professional Resume & Cover Letter	15%
4. Mock Interview Evaluation	10%
5. Practicum Search Action Plan	5%
6. Individual Advisor Meetings	10%
7. Written Work Term Summary Report	15%
8. Employers Evaluation	20%

Total *100%*

ASSIGNMENTS:

1. Networking Event Participation

Personal and professional networks are one of the most important factors in successful career development. The networks that are needed to achieve personal career goals will be identified along with strategies to get introductions to these networks. Students are required to attend a minimum of 2 networking events during the course. Students will be required to submit a brief reflection on these two events.

2. Job Research

Student will research relevant jobs in a specific industry sector. Students will be required to contact business people as part of their research. Students will be graded on depth of findings.

3. Professional Resume and Cover Letters

This assignment will require preparation of a customized resume and cover letter. The assignment will include submission of a draft, feedback and submission of a final package, to be used as an entry for the mock interview assignment.

4. Mock Interview

Each student will submit a cover letter and resume for a real job posting and submit this to an assigned Capilano instructor. Faculty will conduct a 15-minute interview with the student. Students will be evaluated and given direct feedback on their performance during the interview.

5. Practicum Search Action Plan and File

A practicum job search action plan including networking, events, weekly search of job postings, and research will be developed by each student. This plan will be used with advisors as part of the job search and reviewed monthly during the work term.

6. Meetings with Advisors

Students are expected to meet with and discuss their work progress with their advisors. The Practicum Coordinator/Faculty Advisor determines if the components of the practicum work experience have been fulfilled and will sign off the student on his/her completion.

7. Work Term Summary Report

Students are required to prepare a self-reflective summary of their Canadian work experience. Format will be provided and specified.

8. Employer Evaluation

Employer Evaluation of the students' job performance is required. A standard form is provided.

GRADE PROFILE: Credit / No credit

Credit will be granted if:

1. The written summary report is completed to the departmental grading profile equivalent to a 'C' grade.
2. The student attains an overall minimum of 'satisfactory' on the *Employer Evaluation*.
3. Completion of 280 work hours as reported by the employer through the *Employer Evaluation*.
4. Completion of the other 6 required assignments.

UNIVERSITY POLICIES

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website .

In addition to the policies of the university, the Faculty of Business has the following policies governing the management of our classes and curriculum.

FACULTY OF BUSINESS POLICIES

Attendance: Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

Cheating and Plagiarism:

Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as their own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Library, the Writing Centre and is published in the University Calendar.

Penalties for Cheating and Plagiarism:

A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (See the University Calendar). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

Incomplete Grades:

Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University Administration.

Professional Behaviour:

Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and cooperation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Business Faculty. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

Copyright Policy:

Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published in the University Calendar.

PROGRAM POLICIES – Capilano School of Business

In addition to the Capilano University and Faculty of Business policies, the Capilano School of Business has the following policies governing the management of our classes and curriculum.

Missed Exams and Quizzes:

Missed exams or quizzes will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. A doctor's certificate, or other proof supporting the reason for the absence, may be required.

English Usage: All assignments are marked for correct English usage, proofreading and formatting.

COURSE LEVEL POLICIES

In addition to Capilano University, Faculty of Business, and the Capilano School of Business policies, the following policies govern the management of this class and its curriculum.

Assignments: Homework assignments are due at the **start of class** on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

Programmable Tools: Please note the use of programmable items such as calculators, dictionaries etc. is forbidden during tests, quizzes, and exams. Cell phones are not to be brought to any test, quiz, or exam.

Additional clarification/expansion of departmental or faculty level policies at the discretion of the instructor.

