

COURSE OUTLINE		
<b>TERM: Spring 2019</b>	<b>COURSE NO: NABU 480</b>	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE: North American Business Practicum Work Experience I</b>	
<b>OFFICE: LOCAL:</b> <b>E-MAIL: @capilanou.ca</b>	<b>SECTION NO(S):</b>	<b>CREDITS: 3.0</b>
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE: moodle.capilanou.ca</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### COURSE FORMAT

Participation in this course requires students to adequately *prepare for, secure and complete* a Canadian work practicum.

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

- scheduled face to face classes during the first 8 weeks of the term varying between 1 and 3 hours in length
- preparation of employment focused materials
- individual practicum and career direction discussion with your instructor/advisor as required
- meetings with practicum placement consultants
- self-directed research and follow up
- submission of goals and other related practicum work online on Moodle
- phone calls, emails, interviews and meetings with prospective employers
- attendance at recruiting and networking events
- complementary activities outside the classroom

During this course students are required to engage in a paid or non-paid practicum work experience.

Students will work off (or on) campus at the employer site an average of 35 hrs per week for the full 8 weeks or a total of **280** hours during Summer/Fall term.

### COURSE PREREQUISITES

CMNS 305 and 21 credits of 100-level or higher coursework from any of the following subject areas: NABU, BADM, BFIN, BMKT, IBUS.

## CALENDAR DESCRIPTION

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

## REQUIRED TEXTS AND/OR RESOURCES

Current periodicals and reading materials will be identified and/or provided to the class through the term. Resource links, articles and other handouts will be provided by the instructor. Check Moodle.

### Recommended Readings:

Yerema, Richard W. Ed. Canada's Top 100 Employers 2005 ed. Mediacorp Canada, 2000 website: [www.canadastop100.com](http://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](http://www.mediacorp2.com)

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

Canadian Job Bank <http://www.jobbank.gc.ca/Intro-eng.aspx>

Public Works and Government Services Canada. Publishing and Depository Services, 2011.

<http://www.servicecanada.gc.ca/eng/lifeevents/job.shtml>

## COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

### COURSE OUTCOMES

#### General Outcomes:

The program outcomes are designed to provide the student with an overall appreciation and insight into North American business environment.

#### Specific Student Outcomes:

Upon successful completion of this course, students will be able to demonstrate competence in the following abilities and skills:

Ability	Learning Outcome	Levels*
Communications	C1. Prepare effectively for an employment interview by conducting company research and preparing for dialogue typical to a job interview situation.	4
	C2. Create and customise effective resumes, ePortfolio, profile and cover letters for employment purposes	5
	C3. Demonstrate the ability to self-assess workplace behaviour through the preparation of a written report on completion of the work term experience.	3
	A1. Utilise resources and strategies for researching	

Analysis And Decision-Making	potential occupations and/or organizations and targeting their work search activities.	
	A2. Formulate personal response to local labour market conditions during career planning	4
	A3. Strategize and act to fill the gap between current skills capabilities and those needed to be competitive in employment market	5
	A4. Apply the knowledge and skills accumulated during North American Business Diploma program to add value to employer's organisation	5
Social Interaction	S1. Practice networking techniques within the local and global business community	5
	S2. Effectively and professionally interact in the workplace with coworkers while meeting the needs and expectations of the employer and organization	5
Citizenship and Global Perspectives	G1. Identify and understand the position of the employer organization in the marketplace	2
	G2. Experience and reflect on how Canadian business culture differs from that of other countries	4

\*See Faculty of Business – Our Commitment to Assessment and Constructive Feedback for description of the six “Levels” of Comprehension.

## COURSE CONTENT

Work Practicum Overview and Discussion	Class 1
Practicum Work Experience Goal Setting and Action Plan Reflection on Self-assessment (Assignment I – Part I due)	Class 2: Part I
Industry, Company and Job Research	Class 3
Reflection on Resume and Cover Letters (Assignment I – Part II due)	Class 4: Part II
Interviewing Skills, Mock Interviewing workshop	Class 5
Personal and Management Expectations	Class 6
Canadian Work Culture	Class 7
Individual Meetings with Practicum Advisor as Needed	Class 8
Initiation Report	Class 15 (Class 8 in Summer)
Interim Progress Report	Within one week of completing 40% of hours (115 hours)
Final report	Within one week of completing 280 hours
Employer evaluation	Within one week of completing 280 hours

\*Schedules/Dates: Schedules shown here may change and the exact dates and times for the exams and the quizzes will be announced in class and/or on Moodle.

## EVALUATION PROFILE

Assessment	Weight	Penalty for late submission
Employment Preparedness Assignment <b>Part I:</b> Reflection on career plan and Skills Inventory assessment completed in NABU 334 <b>Part II:</b> Reflection on customised Resumes, outreach	20	<ul style="list-style-type: none"> <li>20% penalty per day</li> </ul>

emails and cover letters completed in CMNS 305		<ul style="list-style-type: none"> <li>Will be calculated based on grade received</li> </ul>
Initiation Report	20	
Interim Progress report	20	
Final report	15	
Employer evaluation	25	Will not be graded if submitted later than two weeks or grade submission deadline, whichever is later
Total	100	
Eligibility for earning credit (CR) in the course	<ol style="list-style-type: none"> <li>All assessments completed and submitted</li> <li>Minimum aggregate score of 70/100</li> <li>Completion of 280 approved practicum hours with a minimum overall rating of 2.5/5.0 in Employer Evaluation</li> <li>Adherence to Student Code of Conduct in letter and spirit</li> </ol>	
Eligibility for I-grade	<ol style="list-style-type: none"> <li>Only Employer Evaluation pending (all other assessments completed and submitted)</li> <li>52.5 / 75 scored up to that point</li> <li>Adherence to Student Code of Conduct in letter and spirit</li> </ol>	

All assessments are due before regular class time in the due week

**Late submission – Examples of calculation**

- Reflection due at 8:30 am on May 22<sup>nd</sup> is submitted at 8:40 on May 22<sup>nd</sup> - 3 absolute marks are deducted from the grade student earns
- Report due at 8:30 am on May 22<sup>nd</sup> is submitted at 8:31 on May 23<sup>rd</sup> - 6 absolute marks are deducted from the grade student earns
- Report due at 8:30 am on May 22<sup>nd</sup> is submitted at 8:31 on May 24<sup>th</sup> - Student gets zero in the report
- Report due at 8:30 am on May 22<sup>nd</sup> is not submitted at all - Student does not receive credit for the course

**GRADING PROFILE**

Credit / No credit

**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.

**Late Assignments**

All assignments and the due date of each assignment are posted online. It is student’s responsibility to accomplish those assignments on-line in time.

**Missed Exams/Quizzes/Labs etc.**

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, will be required. For further information, refer the “Examination & Pivotal Presentation Exemption Policy”.

**Attendance**

Regular attendance and punctuality are both essential and expected.

**English Usage**

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar, spelling and formatting in all assignments.

**Electronic Devices**

Students may use electronic devices during class for note-taking only.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

**Policy Statement (S2009-06)**

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

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,

- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including [B.401 Sexual Violence and Misconduct Policy](#) and [B.401.1 Sexual Violence and Misconduct Procedure](#).

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

## SCHOOL OF BUSINESS OPERATIONAL DETAILS

### 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 co-operation 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.

### Examination and Pivotal Presentation Exemption Policy

All students are required to appear and write their scheduled mid-term and final examinations, and to produce, by the assigned date, all pivotal presentations, individual and/or group, unless they meet one of the following criteria:

**“Medical Exemption”** will be considered, if: within the ten calendar days prior to a mid-term or final examination, or within ten days of a pivotal presentation, a student falls ill or is injured.

**“Falling ill”** is defined as being formally advised by a physician of the need to isolate oneself for the purpose of preventing communication of disease or infection to others; being advised by a physician of compromised immunity that requires isolating oneself from contact with others to prevent communication of disease or infection to themselves, or; being in a physical state of health which so compromises a student’s ability to function, physically or cogitatively, during the ten days prior to the examination or presentation date.

**“Injury”**, for the purpose of Exemption, is defined as sudden, unanticipated physical harm that renders the applicant physically incapable of attending campus or, in such physical distress that the student is specifically advised by their physician to abstain from appearing at their examination or presentation. Students who are prescribed medication(s) to treat their injury and who believe that the medication(s) may be impairing their ability to successfully prepare for or write their examination or presentation may provide written evidence of their concerns as verified by their physician.

**“Catastrophic Personal Loss Exemption”** will be considered, if: events occur in the student’s life that are of such scope as to sufficiently distract a student from the examination or presentation preparation period, or from appearing at or adequately focusing on, the scheduled examination or presentation itself. This could include; loss of housing due to eviction, flood or fire; or death of an immediate family member \* (defined as a sibling, parent or grandparent, child, partner or spouse, parent or step-parent, aunt, uncle, niece, or nephew and first cousins.) Immediate family member does not include general acquaintances. Circumstances that may qualify as a personal loss could also include an immediate family member being diagnosed with a significantly life-altering or life-threatening illness or injury.

In all of the above scenarios, a physician’s letter or other specifically requested documentation must be provided to satisfy the Instructor as to the validity of the claim. If an instructor agrees with the request for Exemption, the request for must be presented by the instructor to their Unit Convenor for consideration and his/her approval. No request for Exemption will be considered

approved by virtue of submission, and will remain as merely “under consideration” until approved or rejected by the Unit Convenor. A student applying for an exemption for a specific section which is instructed by the Unit Convenor will have their application reviewed by the Vice-Chair or Chair of the School of Business.

Any student who applies for and receives an Exemption will be assigned a Future Examination or Presentation Date: this date is non-negotiable. Failure to appear on/at the single date and time assigned by the instructor will result in an automatic “0” grade for that exam or assignment.

### **Copyright Policy**

Students are expected to familiarize themselves with and abide by the University’s Copyright Policy. The University’s Copyright Policy is published on the University website.

### **COURSE LEVEL OPERATIONAL DETAILS**

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

**REQUIRED TOOLS AND SKILLS:** It is the responsibility of the student to check the Moodle teaching website regularly and the publisher’s Connect website.

**Computer:** Application software such as MS Office or similar, Internet access to financial management and investment websites.

**ASSIGNED READINGS:** As distributed during the term.

**SUPPLEMENT:** Student Study Guide (optional)

**Assignments:** All quizzes, assignments and the due date of each quiz and assignment are posted online with Publisher’s Connect Website. It is student’s responsibility to accomplish those quizzes and assignments on-line in time. Other 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.