

FACULTY OF GLOBAL & COMMUNITY STUDIES
SCHOOL OF TOURISM MANAGEMENT
COURSE OUTLINE

Term:	Summer 2018	Instructor:	
Course No (Section):	TOUR 372	Office:	
Course Name:	Tourism and Hospitality Practicum	Telephone:	
Credits:	6	E-mail:	InstructorName@capilanou.ca
Classroom/Lab:		Office Hours:	
Scheduled:			

- COURSE FORMAT:** 21 hours of lecture and 280 hours of practicum activity:
- Scheduled face-to-face or on-line contact for 21 hours of course time (7 weeks x 3 hours) focused on preparing and securing an 8- week practicum. In addition students may attend recruiting and networking events and complementary activities outside the classroom.
 - Non-paid (or paid) practicum work experience at the employer site for an average of 35 hrs per week for 8 weeks or a total of **280** hours.

PREREQUISITES: 21 TOUR credits of 300-level or higher coursework

FOURTH HOUR: Individual Advisor Meetings and final practicum group debrief meeting

COURSE DESCRIPTION: This course provides tools, resources and helpful strategies to prepare students to research, apply for, secure and successfully complete an appropriate 8-week paid/non-paid Canadian work placement. Students will engage in self-assessment, create an action plan, 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 in alignment with individual career goals. Students will engage in a period of productive employment in the Canadian workplace applying classroom theory and skills to the workplace.

COURSE LEARNING OUTCOMES:

Upon successful completion of this course, students will demonstrate competence in the following:

LEARNING OUTCOMES
Analyze local labour market conditions and evaluate specific interests as they relate to career goals
Determine existing strengths and identify current skills gaps and knowledge
Identify strategies to achieve career goals
Develop confidence in Canadian business settings through networking and etiquette practices
Effectively articulate, both verbally and in writing, personal strengths for specific positions
Reflect on workplace experience through self-assessment and presentation
Develop verbal and written English language skills appropriate for Canadian workplace standards

EVALUATION PROFILE:

Assessment	% of Final Grade	Individual/Group
Job market research & action plan	10%	Individual
Networking event & reflection (TVAN Mixer, Vancouver AM, and other relevant industry events)	10%	Individual
Application supporting documents	30%	Individual
Mock interview	10%	Individual
Employer evaluation	20%	Individual
Practicum reflection report	20%	Individual
	100%	

GRADING PROFILE: A+ = 90-100% B+ = 77-79% C+ = 67-69% D = 50-59%
 A = 85-89% B = 73-76% C = 63-66% F = 49% or less
 A- = 80-84% B- = 70-72% C- = 60-62%

GRADING STANDARDS:

A+	All aspects of the work submitted are to exceptional standards. Comprehensively researched, clear and concise, extremely well structured and designed, with a diverse and exhaustive range of evidence (e.g.: literature, other data) used effectively and critically. Demonstrates enlightening, insightful, and/or original thinking of the topics. Presented to the highest standards (e.g.: references, style, grammar, length).
A	All aspects of the work submitted are to excellent standards. Thoroughly researched, clear and concise, excellently structured and designed, with an extensive range of evidence (e.g.: literature, other data) used effectively and critically. Demonstrates a thorough and comprehensive understanding of the topics. Presented to very high standards (e.g.: references, style, grammar, length).
B	All aspects of the work submitted are to good standards. Accurately researched, clear discussion, well structured and designed, with a good range of evidence (e.g.: literature, other data) used effectively and critically. Demonstrates a thorough understanding of the topics. Presented to high standards (e.g.: references, style, grammar, length).
C	All aspects of the work submitted are to satisfactory standards, or (C-) a marginal pass. Sufficiently researched, providing good discussion, reasonably well structured and designed, with an acceptable range of evidence (e.g.: literature, other data) used effectively. Demonstrates satisfactory understanding of the topics. Presented to reasonable standards (e.g.: references, style, grammar, length).
D	Work submitted earns a minimal pass. Insufficiently researched, needs improvement in flow and design, and/or level of detail, with a limited range of evidence (e.g.: literature, other data) used. Demonstrates rudimentary understanding of the topics. Presented to basic standards (e.g.: references, style, grammar, length).
F	All aspects of the work submitted are below adequate standards Research, flow and design, and/or level of detail are unsatisfactory, with an insufficient range of evidence (e.g.: literature, other data) used. Demonstrates unfamiliarity with the topics. Presented to below adequate standards (e.g.: references, style, grammar, length).

REQUIRED TEXT and OTHER RESOURCES:

- 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
- Public Works and Government Services Canada. Publishing and Depository Services, 2011
<http://www.servicecanada.gc.ca/eng/lifeevents/job.shtml>
- Canadian Company Capabilities
<http://www.ic.gc.ca/app/ccc/srch/nvgt.do?lang=eng&prtl=1&sbPrtl=&estblmntNo=234567015069&profile=cmlptPrfl&profileId=1921&app=sold>
- Canadian Job Bank <http://www.jobbank.gc.ca/Intro-eng.aspx>

COURSE CONTENT/SCHEDULE:

WEEK	TOPIC(S)	REQUIRED READINGS/ ACTIVITIES
1	<ul style="list-style-type: none"> • Work practicum overview • Canadian job marketplace 	Job Market Research (5%)
2	<ul style="list-style-type: none"> • Practicum work experience goal setting and action plan 	Personal Action Plan (5%)
3	<ul style="list-style-type: none"> • Preparing for your practicum 	
4	<ul style="list-style-type: none"> • Resumes and cover letters • E- Portfolios 	
5	<ul style="list-style-type: none"> • Workshop application documents • Preparing for your interview 	Supporting application documents (30%)
6	<ul style="list-style-type: none"> • Mock interview • Mock interview 	Mock interviews (10%)
7	<ul style="list-style-type: none"> • Etiquette lunch • Personal and management expectations 	
8	<ul style="list-style-type: none"> • Practicum July-August 	Networking Event Reflection (10%)
9	<ul style="list-style-type: none"> • Practicum July-August 	
10	<ul style="list-style-type: none"> • Practicum July-August 	
11	<ul style="list-style-type: none"> • Practicum July-August 	
12	<ul style="list-style-type: none"> • Practicum July-August 	
13	<ul style="list-style-type: none"> • Practicum July-August 	
14	<ul style="list-style-type: none"> • Practicum July-August 	
15	<ul style="list-style-type: none"> • Practicum July-August 	Group Debrief Meeting (4 th hr) Practicum reflection report (20%)
Employer Evaluation (20%) arrives after the practicum placement. Networking event & reflection is to be completed anytime during the first seven weeks of the course.		

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.

FACULTY POLICIES:***Attendance:***

Regular class attendance, and participation in course activities and assignments, is expected and likely essential to successfully achieving the course learning outcomes. Students are responsible for any and all content and instructions communicated during scheduled classes, in course handouts, and (if applicable) via course e-mail and websites. In cases where participation by all students is essential for conducting the planned instructional activities, attendance may be mandatory. In all cases, the attendance expectations and any penalties for missing instructional activities shall be clearly articulated on the course outline. **Attendance for weekend courses is mandatory. A deduction of 15% per day missed, or part thereof will be assessed without proper medical documentation.**

Participation:

This mark, if included as part of the assessment items by the instructor, is based on both the frequency and quality of the student's comments, questions, observations, and involvement, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight and clarity of remarks. Preparing the required readings will support a student's ability to participate. The participation mark is also influenced by professionalism (as described below), attitude and punctuality.

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. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

Cheating and Plagiarism:

Professional behaviour includes appropriate language use. Appropriate language use involves using respectful, moderate, and inclusive language at all times. 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 Website.

Penalties for Cheating & 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 Website). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

Missed Exams & 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, **up to a maximum of 15% of the total mark for that assignment.**

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: The use of programmable items such as calculators and dictionaries, etc. is forbidden during tests, quizzes, and exams unless authorized by the instructor. Cell phones are not to be brought to any test, quiz or exam.

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.

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.

Emergency Procedures: Students are required to familiarize themselves with emergency procedures posted in the classroom.