CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Fall 2025	**COURSE NO:** AEM 270	
INSTRUCTOR:	**COURSE TITLE:** Practicum I-Arts & Entertainment Management (PT)	
OFFICE: LOCAL: **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS:** 4.5
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil̓wat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Sḵwx̱wú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT
A 15-week practicum in which the student will assume a position working for a professional arts organization, participate in professional development (PD), and/or complete special projects for an average of 14 hours per week.

COURSE PREREQUISITES
43 AEM credits and ENGL 100

COURSE CO-REQUISITES
AEM 230

CALENDAR DESCRIPTION
Students will gain experience in their part-time practicum through one or a combination of hands-on experiences, including a placement in an arts/entertainment organization, participating in professional development (PD) activities, or completing special projects. The experience will be determined by the goals of the student as well as the organization with which the student is placed.

COURSE NOTE
AEM 270 is an approved Experiential course for Cap Core requirements.

REQUIRED TEXTS AND/OR RESOURCES
Readings and other resources will be provided on eLearn.

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:
- apply arts and entertainment management knowledge, skills, theories, and processes to hands-on, relevant work experience and projects

- employ principles of effective communication
- model professional behaviour standards
- work as part of a team to administer arts and entertainment

Students who complete this experiential course will be able to do the following:
- Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner's personal, academic, or professional trajectory
- Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles

COURSE CONTENT

Weeks	Activity
Weeks 1-15	Students will perform assigned work and duties related to the job position
Weeks 6-7	Midterm evaluation – Students will meet with their AEM faculty practicum supervisor to review their progress, midterm evaluation, and be advised if they are performing their duties and responsibilities competently.

*A detailed list of course dates, content, and deadlines can be accessed on the eLearn course page

EVALUATION PROFILE

Performance Evaluation – Midterm	20%
Performance Evaluation – Final	25%
Final Student Evaluation	15%
Logbooks	20%
Professional Behaviour	20%
TOTAL	**100%**

1. Performance Evaluation – Midterm: Students will be evaluated based on feedback from their industry placement host on their practicum work from weeks 1-6.
2. Performance – Final: Students will be evaluated based on feedback from their industry placement host on their practicum work for weeks 1-15.
3. Final Student Evaluation: Students will complete a final evaluation of their placement experience.
4. Logbooks: Students will submit monthly logs of practicum hours. Final logbooks must equal to at least the total number of hours assigned and must be verified by the practicum host supervisor. If a professional development project is involved, students will complete a PD Activity Log to be assessed by the instructors. **CREDIT CANNOT BE GIVEN IF A FINAL, VERIFIED LOGBOOK HAS NOT BEEN SUBMITTED.**
5. Professional Behaviour: Students will be evaluated on professional behaviour standards outlined in the "Operational Details" section, below.

GRADING PROFILE

A+	=	90-100	B+	=	77-79	C+	=	67-69	D	=	50-59
A	=	85-89	B	=	73-76	C	=	63-66	F	=	0-49
A-	=	80-84	B-	=	70-72	C-	=	60-62			

Incomplete Grades
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments
Assignments are due at the time and date listed on eLearn. If you anticipate handing in an assignment late, please consult with your instructor beforehand. Late penalties for assignments will be indicated on individual assignment rubrics.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Please consult with your instructor. Accommodations can be made to honour community needs and traditional practices.

Attendance
Students are expected to arrive on time and attend all classes and associated activities, except in case of illness or other emergency. If you are having issues, please speak to your instructor.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors.

Electronic Devices
Students are expected to use electronic devices during class for course-related purposes only. An instructor may ask for devices to be put away if they become a distraction to other students or interfere with classroom learning.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; 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: https://www.capilanou.ca/student-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 and procedures S2017-05 Academic Integrity for more information: https://www.capilanou.ca/about-capu/governance/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 (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

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

DEPARTMENT OPERATIONAL DETAILS

Arts and Entertainment Management Department Standards for Professional Behaviour
Professional behavior is a vital part of becoming a successful arts and entertainment professional. Acknowledging this, the Arts and Entertainment department fosters professional behavior by evaluating each student according to the Arts and Entertainment Industry standards. In classes where professional behavior forms part of the mark, students will be evaluated on these standards throughout each term and given interim reports to adjust behavior that needs improvement. Students are evaluated on the following areas and are encouraged to download the professional behaviour rubric from their course eLearn page:
- Initiative
- Self-Awareness, Self-Care, Self-Learning

- Supporting a Respectful Work Environment
- Ability to Work in Teams
- Ethical Standards
- Compliance with policies, procedures, legalities, and safety regulations