

CAPILANO UNIVERSITY		
COURSE OUTLINE		
TERM:	FALL 2013	COURSE NO.: AEM 356
INSTRUCTORS:		COURSE NAME: ADVANCED ARTS & ENTERTAINMENT MANAGEMENT PRACTICUM I
OFFICE:	LOCAL:	SECTION NO.: COURSE CREDITS: 8

COURSE FORMAT: A fifteen week practicum in which the student will assume a position working for a professional arts organization. Practicum hours vary according to the position assigned.

COURSE PREREQUISITES: 9 AEM credits.

COURSE COREQUISITES: AEM 355

COURSE OBJECTIVES:

General:

This course is the first of a pair of practicum courses. Students will gain on-the-job experience in various arts management positions.

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

- apply arts and entertainment management knowledge, skills, theories and processes to hands-on, relevant work experience;
- employ principles of effective communication;
- model professional behaviour standards; and
- work as part of a team to administer arts and entertainment.

COURSE CONTENT:

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 and midterm evaluation. They will be advised whether or not they are performing their duties and responsibilities competently.

EVALUATION PROFILE:

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| 1. Job Performance – Midterm Evaluation | 20% |
| 2. Job Performance – Final Evaluation..... | 25% |
| 3. Final Student Evaluation | 15% |
| 4. Logbooks | 20% |
| 5. Professional Behaviour | <u>20%</u> |
| | 100% |

1. Job Performance – Midterm: Students will be evaluated based on feedback from their industry placement superior on their practicum work from weeks 1 – 6.
2. Job Performance – Final: Students will be evaluated based on feedback from their industry placement superior 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 total number of hours assigned.
5. Professional Behaviour: Students will be evaluated on professional behaviour standards outlined in the Departmental Standards for Professional Behaviour document.

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%	

OPERATIONAL DETAILS:***University Policies:***

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

Professional Behaviour:

Students should be able to demonstrate a professional attitude and behaviour toward work, fellow-students and their instructor. 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 this course. Students should have respect for equipment and systems and constructive response to criticism.

Attendance:

Regular attendance is essential. Students will be allowed to make up practicum hours only under the following conditions: if a doctor's certificate of illness is provided; if in the case of the death of a close family member, a death certificate is provided; if prior approval of the instructor has been obtained.

Cheating/Plagiarism:

All students should familiarize themselves with the *University Policy on Cheating and Plagiarism* (see the University Calendar) as such behaviour can result in suspension from the University.

Grades of Incomplete "I":

No grades of Incomplete "I" will be given in this course.

English Usage:

All written work submitted must use good academic English and follow the guidelines provided in the Capilano University Guide to Writing Assignments (available from the University Bookstore).

Emergency Procedures:

In the event of an emergency, students must follow the emergency procedures posted in the classroom.