

COURSE OUTLINE		
TERM: Fall 2020	COURSE NO: ENGL 465	
INSTRUCTOR: TBA	COURSE TITLE: Words in the World Practicum	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.00
OFFICE HOURS:		
COURSE WEBSITE:		

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

COURSE FORMAT

Practicums may occur over the course of a single term (15 weeks), or in a more intensive two- to four-week immersion. Exact hours and work performed will be determined in consultation between the student, faculty mentor, and host organization.

COURSE PREREQUISITES

45 credits of 100-level or higher coursework including 6 credits of 100 or 200-level ENGL

CALENDAR DESCRIPTION

This is a work-experience course that connects students with a host organization in a relevant field or industry. The Practicum is conducted under the mentorship of a Capilano faculty member and a supervisor from the host organization. Students gain valuable experience applying their skills in research, writing, critical thinking, and imaginative problem-solving in a unique real-world setting, discovering how their training and knowledge can be used in various business, education, research, or cultural contexts.

COURSE NOTE

ENGL 465 is an approved Experiential course for Cap Core requirements.

For the focus of the course each term, see the "Courses" page on the Department of English website.

REQUIRED TEXTS AND/OR RESOURCES

Texts and resources are chosen by students and their faculty supervisors, in consultation with the host organization.

COURSE STUDENT LEARNING OUTCOMES

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

1. Demonstrate strength in research, writing, editing, discussion, and/or presentation skills in a workplace setting.

2. Perform required duties of the practicum while demonstrating intellectual creativity, analytical attention, and historical awareness.
3. Communicate complex ideas clearly and concisely and collaborate effectively with coworkers and colleagues.
4. Gain an understanding of workplace procedures and protocols.
5. Consider and articulate the value of the knowledge and skills acquired in their program beyond an academic setting.
6. Draw connections between the experiential learning of the Practicum and areas of academic interest within Creative Writing and/or English Literature.

Students who complete this Experiential course will be able to do the following:

1. 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.
2. Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles.

COURSE CONTENT

The content, length, and week-by-week breakdown of the course will vary according to the nature of the practicum. The following is an example:

Week 1:	Student Reflection I: Goals and Aspirations
Week 4:	Progress Meeting I: Meet with faculty mentor
Week 6:	Student Reflection II Host Organization submits Interim Evaluation
Week 9	Progress Meeting II: Meet with faculty mentor
Week 12:	Student Reflection III
Week 14-15:	Final Exam Period Final Report on Practicum due by end of Week 15

EVALUATION PROFILE*

Student Reflections (may take the form of written assignments or presentations)	20-50%
Host Evaluation Assessment	20-50%
Final Report	<u>20-50%</u>
Total	100%

* No single assignment to be worth more than 35% of the final grade.

ASSIGNMENTS

The assignment structure for this course is determined by the student and faculty mentor in accordance with the learning outcomes outlined above.

Written Assignments and/or Presentations

This course may include a combination of short written assignments and/or oral presentations that ask the student to consider their goals at the outset of the practicum and to track their progress. The practicum will conclude with a final report that summarizes the work they have performed and

reflects on overall learning. At least one written assignment will be published on the student's ePortfolio.

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 beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs, etc.

N/A

Attendance

Students must keep all scheduled shifts and appointments with the host organization and the faculty mentor.

English Usage

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

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: <https://www.capilanou.ca/student-life/>

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.