

COURSE OUTLINE		
TERM: Fall 2020	COURSE NO: REC 191	
INSTRUCTOR:	COURSE TITLE: Outdoor Recreation Career Management	
OFFICE: LOCAL: E-MAIL:	SECTION NO(S):	CREDITS: 3.0
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

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester. This course may also be offered in mixed mode or online.

COURSE PREREQUISITES or CO-REQUISITES

9 credits of 100-level or higher coursework and TOUR 111 or TOUR 160 or REC 110 or REC 111

CALENDAR DESCRIPTION

This course will provide career counselling, job search coaching, feedback, tips, tools and techniques for outdoor recreation educational and career development through one-on-one meetings, class workshops, industry forums, and networking opportunities. Course work will focus on defining and developing skills necessary for the job search process. The course will provide tools and strategies to prepare students to research, apply for, and secure an appropriate placement in the outdoor recreation industry. Confidence in interview skills and presentation skills will be strengthened through workshop activities. Students will develop a personal career plan to help in identifying workplace opportunities consistent with defined career and educational goals.

COURSE NOTE

REC 191 is equivalent to TOUR 133. Duplicate credit will not be granted for this course and TOUR 133.

REQUIRED TEXTS AND/OR RESOURCES

See course syllabus and course Moodle site.

COURSE STUDENT LEARNING OUTCOMES

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

1. Describe British Columbia's outdoor recreation industry and career opportunities.
2. Identify personal skill sets required for securing work in the area(s) of interest within the outdoor recreation industry
3. Produce an effective resume and cover letter and other job search tools specific to the work integrated learning placement
4. Apply strategies for effective interviews and negotiation of work integrated employment contracts
5. Identify skills, aptitudes and qualifications for jobs in the outdoor recreation industry.
6. Articulate work integrated learning and long-term career goals
7. Acquire appropriate tools to prepare for long-term career success in the outdoor recreation industry, including outdoor recreation skill development, success factors, professional development, and lifelong learning
8. Develop effective networking and business etiquette skills appropriate for securing a practicum and an outdoor recreation career, and for the outdoor recreation workplace

COURSE CONTENT

WEEKS	TOPICS
1	Course introduction Cooperative Education Model
2	Career opportunities in outdoor recreation: Qualifications, Competencies and Skills
3 & 4	Professional self-assessment: Personal branding, learning styles and behavioral preferences
5 & 6	Job search strategies
7	Digital presence
8	Industry day
9	Interview skills
10-11	Foundation of workplace safety Work permits, insurance, employment contracts, risk management and other considerations
12	Strategies for workplace success
13	Work placement overview Completing the practicum, required documents and final preparation for the work term
14 & 15	Individual coaching

EVALUATION PROFILE

Assessment	% of Final Grade
Self-assessment and personal branding	20%
Career planning	20%
Job search strategies	20%
Practicum goals	20%
Practicum preparation	20%
TOTAL:	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 = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" will not be assigned in this course.

Late Assignments

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. Marks of 10% per day will be deducted for late assignments.

Missed Exams/Quizzes/Labs etc.

There are no exams or quizzes in this course.

Attendance

Students are expected to attend all classes and associated activities. See course syllabus for penalties related to missed classes.

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.

Electronic Devices

Students may use electronic devices during class for note-taking only, or when working in groups on tasks assigned by the instructor.

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.

DEPARTMENT OR PROGRAM OPERATIONAL DETAILS

See course syllabus