

COURSE OUTLINE		
TERM: SPRING 2019	COURSE NO: LGST 119	
INSTRUCTOR:	COURSE TITLE: PRACTICUM	
OFFICE: LOCAL: E-MAIL: *****@capilanou.ca	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. After completion of all practicum classes, students will be required to complete a two-week practicum (37.5 hours/week) in a legal office setting (without pay) for a total length of 17 weeks for the course.

The first portion of class will be devoted to the creation of employment documents including resume and cover letter. Following that, students will learn interview techniques, interview follow-up, and networking techniques. A variety of guest speakers from the legal industry will be brought in to speak to students about current trends and topics relevant to legal administrative assistants. Towards the end of the term classes will be devoted to practice interview techniques. Only students who are being "interviewed" that day will be required to attend.

All work will be saved to a USB drive or to an area of the Capilano University server designated for student use. Assignments will not be printed but will be uploaded to the LGST 119 course Moodle site.

COURSE PREREQUISITES/CO-REQUISITES

None.

CALENDAR DESCRIPTION

Following successful completion of Second Term, a work practicum is arranged for the student. Before the practicum the student will be required to attend career preparation classes, which will include resume preparation and interview techniques.

REQUIRED TEXTS AND/OR RESOURCES

None.

COURSE STUDENT LEARNING OUTCOMES

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

ABILITIES	LEARNING OUTCOMES	LEVELS*
COMMUNICATIONS	C1. Using Word, prepare an effective resume and cover letter.	1-3
ANALYSIS AND DECISION-MAKING	A1. Identify appropriate references and obtain permission from those people to be used as references.	1-3
	A2. Demonstrate job interview techniques - how to answer questions, how to ask questions and have the ability to discuss starting salary.	1-2
	A3. Demonstrate how to use networking as an aid in the job search.	1-2
SOCIAL INTERACTION	S1. Demonstrate how to use networking as an aid in the job search.	1-2
CITIZENSHIP AND GLOBAL PERSPECTIVES	G1. Demonstrate an understanding of cultural diversity in the workplace.	1-2

COURSE CONTENT

WEEK	CONTENT
1	<ul style="list-style-type: none"> • Introduction to LGST 119; discussion of practicum placements • How to effectively prepare a resume
2	<ul style="list-style-type: none"> • How to effectively prepare a cover letter • Guest speakers – various legal recruiting firms
3	<ul style="list-style-type: none"> • Preparation for behavioural interviewing guest speaker • Guest speaker – Behavioural Interviewing
4	<ul style="list-style-type: none"> • Guest speaker – HR Managers, various law firms • Guest speakers – Lawyers and Paralegals, various law firms
5	<ul style="list-style-type: none"> • Career Services Centre – Setting up a professional LinkedIn profile and why this is necessary • Guest speaker – School of Legal Studies – Paralegal programs
6-9	<ul style="list-style-type: none"> • Individual student/instructor meetings (meetings take place during scheduled class time so that students are properly prepared for their practicum and to apply for work post-practicum; go through individual resumes and cover letters)
10-12	<ul style="list-style-type: none"> • One-on-one and group practice interviews with instructor
13	<ul style="list-style-type: none"> • Assignment of practicum placements • Discussion of job search; Q&A session on life as an LAA after practicum
14-15	<ul style="list-style-type: none"> • Final exam period
16-17	<ul style="list-style-type: none"> • Practicum

EVALUATION PROFILE

Assessment	Learning Outcomes Assessed			
	Pass/Fail	Communications	Analysis & Decision Making	Social Interaction
Resume Assignment	√	√	√	
Cover Letter Assignment	√	√	√	
Interview	√	√	√	√
Practicum Evaluation	√	√	√	√

GRADING PROFILE

Credit/No Credit

Incomplete Grades

Grades of Incomplete “I” will not be assigned in this 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.

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. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance

Students are expected to attend all classes and associated activities.

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.

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: <http://www.capilanou.ca/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 S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/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](#).

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