

COURSE OUTLINE



TERM:	FALL 2013	COURSE NAME:	North American Business Practicum Work Experience II
INSTRUCTOR:	TBD	COURSE NO:	NABU 490
E-MAIL:	x@capilanou.ca	SECTION NO.:	
PHONE:	604-986-1911, ext. xxx	COURSE CREDITS:	9
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OFFICE HOURS:			

COURSE PREREQUISITES: NABU 480

REQUIRED TEXT and OTHER RESOURCES:

Buckingham, Marcus and Donald O Clifton. Now, Discover Your Strengths. New York: Free Press, 2001.

Godin, Seth. Tribes: We Need You to Lead Us. New York: Penguin Group (USA), 2008.

COURSE FORMAT:

During their applied practicum students will complete a total of 450 hours of work in a Canadian for profit or not for profit organization, as approved by the applied practicum instructor

Seminar dates and course schedule to be announced.

Each student is required to attend a scheduled meeting with the applied practicum instructor for the purpose of reviewing his or her cover letter, résumé, letters of reference, e-portfolio and other preparatory work created during the NABU 480 Practicum course.

COURSE DESCRIPTION:

This course is designed to assist students in obtaining and completing a paid or non-paid applied practicum. The purpose is to provide international students with an opportunity to gain Canadian work experience that will enhance and complement their academic learning. This experience provides a hands-on opportunity to integrate and apply business skills and knowledge from their courses into the job experience.

The applied practicum employer will provide a business-related project or position appropriate for a business student. During the applied practicum the student must be supervised by a manager or business owner.

All parties involved in the applied practicum should benefit from the experience. The student should receive practical experience in the business world. The employer benefits from having a

highly motivated intern who can contribute to the success of the business. The university benefits from the contacts and goodwill generated by placing our students with local organizations.

The student, in consultation with the instructor, is responsible for obtaining his or her own applied practicum.

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to demonstrate competence in the following abilities and skills:

ABILITIES*		LEVELS*
COMMUNICATIONS	C1. Assemble an employment package that includes: a cover letter, an effective résumé, e-portfolio C2. Pay attention to verbal information and instructions C3. Listen and observe in the workplace C4. Articulate thoughts and ideas clearly and effectively both verbally and in written form C5. Use technology appropriately for on the job communication	1→6
ANALYSIS AND DECISION MAKING	A1. Conduct a company analysis A2. Complete a SWOT analysis A3. Demonstrate sound reasoning and analytical thinking in the work place A4. Make judgments and explain perspectives based on evidence and observation of behavior A5. Use knowledge, facts, and data to solve workplace problems	1→6
SOCIAL INTERACTION	S1. Work with other employees in an organization as part of a team S2. Work appropriately with clients, customers, suppliers or other stakeholders S3. Build relationships with colleagues and customers S4. Work with diverse teams, contributing appropriately to the team effort S5. Negotiate and manage conflict on the job S6. Learn from and work collaboratively with diverse individuals S7. Use technology to support collaboration	1→6
CITIZENSHIP AND GLOBAL PERSPECTIVES	G1. Share international knowledge with Canadian colleagues G2. Identify ethical behavior in the workplace G3. Observe social sustainability in practice G4. Demonstrate integrity G5. Act responsibly with others in mind	N/A

*See Faculty of Business & Professional Studies – Our Commitment to Skills and Abilities and to Assessment and Constructive Feedback for a description of CAPabilities and the six Levels of Comprehension.

EVALUATION PROFILE:

There are five requirements to complete the applied practicum. These are: an analysis of the company or organization you work for, an applied practicum experience journal, applied practicum summary presentation, employer evaluation and new skill-based résumé. Keep in mind that you need prior approval for the applied practicum from the instructor. The evaluation is due on completion of the applied practicum. Students are responsible for ensuring the timely submission of their applied practicum evaluations to the School of Business.

Assessment			CAPabilities Assessed			
Method	%	Ind/Grp	C	A	S	G
Company Analysis	15%	I	C4, C5	A1, A2, A3, A4, A5	S1	G1
Practicum Compare and Contrast Paper	30%	I	C3, C4,C5	A4	S5, S6	G3
Applied practicum Summary Presentation	20%	I	C2, C4, C5	A4	S2, S7	G1, G2, G3
Employer Evaluation	25%	I	C2	A4	S1,S2, S3,S4	G2, G4, G5
New Skills Résumé	10%	I	C1	A3	S3	G4
TOTAL	100%	I				

If you do not complete all of the above course requirements you risk earning a NC for the applied practicum.

GRADING PROFILE:

This course is graded credit or no credit based on successful completion of all the assessments indicated above. A copy of the Employer Evaluation is available on Moodle.

COURSE CONTENT/SCHEDULE:

- Status meetings with applied practicum instructor to be scheduled during the applied practicum term
- 3 months on the job; work as assigned by the employer sponsoring the applied practicum
- Applied practicum experience journal to be kept throughout the term
- Applied practicum final summary presentation date to be determined
- Evaluation report due one week after completion of the applied practicum
- Résumé due two weeks after completion of the applied practicum

ASSESSMENTS:

Company Analysis

This research project is designed to prepare you for working with your applied practicum employer. You will conduct an initial environmental scan and industry analysis to determine your firm’s position in the marketplace. It consists of three parts to be completed in bullet format. Do not use full paragraph style. The parts include:

1. brief history of the company and overview of the company’s core business.
2. using the SWOT method detail the strengths, weaknesses, opportunities and threats facing the business.
3. compile a list of trends impacting the company and the industry it competes in.

4. other relevant company or industry research which will assist you in your work and applied practicum

Your sources for the company analysis should include information from the various industry publications. The analysis must be referenced. If you use information from a SWOT done by other researchers, you must cite it appropriately and add your own ideas.

Practicum Compare and Contrast Paper

Upon completion of the practicum work placement students are required to write a paper which compares and contrasts the business practices of Canadian companies with those of their home country. When appropriate, students should support their views with examples and evidence. See Moodle for more details.

Applied Practicum Summary Presentation

You are required to present a summary of your applied practicum experience in a professional 15-20 minute PowerPoint presentation.

You will cover the following:

- Description of work performed or project completed
- Identification of goals met
- Discussion of which goals were unmet and why
- Summary of what you learned about Canadian business and how that differs from your home country
- Discussion of what you learned about the industry you worked in
- Discussion of what you learned about yourself during your applied practicum
- Discussion of your greatest personal challenges while on the job and how you overcame them
- Identification of the biggest challenges the organization you worked for is facing
- What you learned about Canadian business in general
- Discussion of how the courses you took related to the work you performed
- Identification of what you would have liked to have known more about before beginning your applied practicum

A good rule of thumb is one slide per minute. Speaking ability means you have practiced. You must be able to deliver your presentation without reading to the audience.

Employer Evaluation

You will ask your supervisor to complete an evaluation of your performance on the job. Your supervisor will complete a standard evaluation report provided by your instructor or he/she may choose to use the company's standard performance evaluation form or process if requested. The purpose is for the supervisor to assess your work performance and indicate strengths and weaknesses. Keep in mind that a good performance evaluation can result in a future position.

New Skills Résumé

You will create a new updated résumé which lists your skills and results based on your applied practicum experience. Your résumé must be free from all spelling and formatting mistakes. It should be the quality used for job searching.

UNIVERSITY POLICIES

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

Students are also directed to the Emergency Procedures posted in every classroom.

In addition to the policies of the university, the Faculty of Business & Professional Studies has the following policies governing the management of our classes and curriculum.

FACULTY OF BUSINESS & PROFESSIONAL STUDIES POLICIES

Attendance

Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

Cheating and Plagiarism

Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as his or her own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Library, the Writing Centre and is published in the University Calendar.

Penalties for Cheating and Plagiarism

A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (see the University Calendar). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

Incomplete Grades

Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University Administration.

Professional Behaviour

Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. 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 the Faculty of Business & Professional Studies. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

Copyright Policy

Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published in the University Calendar.

PARALEGAL PROGRAM POLICIES

In addition to the Capilano University and Faculty of Business & Professional Studies policies, the School of Legal Studies Paralegal Program has the following policies governing the management of our classes and curriculum.

English Usage

All assignments are marked for correct English usage, proofreading and formatting.

COURSE LEVEL POLICIES

In addition to Capilano University, Faculty of Business & Professional Studies, and the School of Legal Studies policies, the following policies govern the management of this class and its curriculum.

Assignments

Homework 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.

Participation Grades

If course participation is part of the evaluation profile, the grade is based on the student's participation in weekly classroom or online discussion forums. Both the frequency and the quality of the student's comments, questions and observations are important factors in determining course participation. The quality of participation is determined by, among other things, the relevance, insight and clarity of the remarks. Course participation is also determined by the student's willingness to work with other classmates in a productive, prompt and respectful manner.

In-Class Testing

Please note that the use of electronic tools such as calculators and cell phones, or other resources such as written materials, is not allowed during tests, quizzes, and exams, unless expressly authorized by the instructor.

Express additional clarification/expansion of departmental or faculty level policies may be provided at the discretion of the instructor.