CAPILANO UNIVERSITY

COURSE OUTLINE			
TERM: Fall 2021		**COURSE NO: TOUR 133**	
INSTRUCTOR:		**COURSE TITLE: Tourism Career Management**	
OFFICE: **LOCAL:** **E-MAIL:** @capilanou.ca		**SECTION NO(S):**	**CREDITS: 3**
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
3-hours of class time, plus and additional 1 hour delivered through online or other activities for a 15-week semester. This course such as networking opportunities, on-campus recruitment, industry focused presentations and individual student meetings.

COURSE PREREQUISITES
9 credits of 100 level or higher coursework including TOUR 111, REC 110 or REC 111

CALENDAR DESCRIPTION
This course will provide career counselling, job search coaching, feedback, tips, tools and techniques for tourism 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. Confidence in interview skills and presentation skills will be strengthened. Students will develop a personal career plan to help in identifying workplace opportunities consistent with defined career and educational goals.

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

REQUIRED TEXTS AND/OR RESOURCES
Find your First Professional Job (3rd or 4th Edition, S. Weighart); Student Co-op Handbook will provided by instructor during the first class.

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

1. Build knowledge of British Columbia's tourism industry by profiling employment opportunities and advancement within the eight tourism sectors

2. Produce an effective resume and digital profile for job search purposes
3. Build skills and strategies for effective interviews and negotiation of employment contracts
4. Assess skills, aptitudes and qualifications for employment and career progression.
5. Acquire appropriate tools to prepare for long-term career success including professional development, lifelong learning, career goals, success factors etc.
6. Define and apply professional competencies, networking and business etiquette skills

COURSE CONTENT

Weeks	Topic
1	Cooperative Education Model
2	Personal Branding
3	Learning Styles & Behavioral Preferences
4	Job Search Tools
5	Job Search Tools
6	Digital Presence
7	Interview Skills
8	Industry Interaction
9	Interview Skills: Coaching
10	Foundations of Workplace Safety
11	Strategies for Workplace Success
12	Professional and Business Etiquette
13	Summer Work Term Overview
14&15	Individual Coaching

EVALUATION PROFILE

Assessment	% of Final Grade
Participation	0%- 10%
Career Plan*	20%- 60%
Networking & Interviewing Skills Development *	15%- 35%
Application supporting documents*	20- 70%
Total	100%

This consists of several smaller assignments. No one assignment will be valued at more than 30% of the final grade

Participation grades are based on the consistency, quality, and frequency of contributions to class discussions. Consistency means attending every class, maintaining a positive and respectful presence in the classroom, and actively contributing to discussions on a regular basis. Quality means

demonstrating respect for peers and their contributions; listening attentively during lectures and when other students are speaking; and participating in all activities/guest speakers/events with an open and inquisitive mind.

ASSIGNMENTS:
A detailed assignment packet will be distributed during the first class and posted on eLearn. Marking rubrics will be provided for each assignment, clearly outlining assessment criteria. There is no final exam for this course. As this course is focused on securing a co-op position as well as building professional behavior, you must complete all assignments to have a mark submitted at the end of the semester. Penalties for late assignments are 10% per day.

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 the instructor and noted in assignment materials. Late assignments will be marked at 10% less per day.

Missed Exams/Quizzes/Labs etc.
There are no exams in this course.

Attendance
Students are expected to attend all classes and associated activities. 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.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; 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