CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Fall 2020	**COURSE NO:** TOUR 150	
INSTRUCTOR:	**COURSE TITLE:** Work Experience: Tourism & Hospitality Management	
OFFICE: **LOCAL:** **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS:** 6.0
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
280hrs of work experience

COURSE PREREQUISITES
24 credits of 100 level or higher coursework including TOUR 145

CALENDAR DESCRIPTION
Students will integrate academic knowledge with a work experience designed to provide a period of part –time or full-time, productive employment in the tourism & hospitality industry. Students will bring a global perspective to their local workplace. This is a supervised work experience that enables the faculty, and the employer with a measuring device for assessing the student's approach to full-time employment.

COURSE NOTE
Department approval required to register.
A CGPA of 2.0 is recommended for this course

REQUIRED TEXTS AND/OR RESOURCES
Course package

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:
1. Communicate effectively with employers using terminology, language, written formats, and professionalism typical of a tourism & hospitality industry practitioner.
2. Determine existing strengths and identify gaps in current skills/knowledge set
3. Build networks within the hospitality community while developing interpersonal skills with other employees and with their clients/tourists.

4. Effectively and professionally interact in the workplace with colleagues while meeting the needs and expectations of the employer and organization.
5. Identify and explain the position of the employer organization in both the local and global tourism marketplace.

COURSE CONTENT

Week/Date	Topic(s)	Required Readings/ Activities
Work Experience	Students will work part-time or full-time with a tourism/hospitality business/organization for their work experience.	scheduled meetings with work experience employer and faculty supervisor during the work experience. Work Experience Report Work Experience Debrief

EVALUATION PROFILE

Assessment
Work experience job description and student-employer work experience agreement meet the program criteria and are on file before the work experience begins.
Five written work experience objectives
Written report of the work experience which meets the departmental grading profile equivalent to a 'C' grade (63-66%) or higher.
Presentation of work experience learning at a mandatory student debrief workshop
Satisfactory evaluation rating on the *Employer Evaluation of the Work Experience Student.*
Completion of 280-work hours as reported by the employer through the *Employer Evaluation of the Work Experience Student*

GRADING PROFILE

Credit	All aspects of the work experience and assessed work are completed on time and to a satisfactory or higher standard.
No Credit	Aspects of the work experience are not satisfactory or are not completed or submitted within the required timeframe or date.

The Work Experience Instructor determines if the components of the work experience have been fulfilled and will assign a grade of credit to indicate successful completion of the work experience, according to the assessment criteria indicated above.

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 on the due date listed unless otherwise noted in the course syllabus. If you anticipate handing in an assignment late, please consult with your instructor beforehand. See course syllabus for penalties associated with late assignments.

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. Rescheduling will not be allowed for reasons such as holidays or work conflict, nor shall re-scheduling be possible after exams have been graded and returned. Please consult with your instructor. Final exams are to be written on the date and time scheduled

Attendance
Students are expected to attend all classes and associated activities. In the event of an emergency/unforeseen circumstances the student must notify the instructor by email. See course syllabus for penalties associated with missed attendance.
https://www.capilanou.ca/media/capilanouca/about-capu/governance/policies-amp-procedures/senate-policies-amp-procedures/S1990-01-Attendance.pdf

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, up to a maximum of 15% of the total mark for that assignment.

Students are encouraged to utilize the resources available via the Learning Commons located on the main floor of the Library Building (Writing Center, English Language Support, Math Learning Center) *https://www.capilanou.ca/student-life/academic-support/learning-commons/*

Electronic Devices
Students may use electronic devices during class for note-taking only unless otherwise indicated by the instructor in the course syllabus or course eLearn site.

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 OPERATIONAL DETAILS

See course syllabus