

COURSE OUTLINE		
TERM: FALL 2022	COURSE NO: AEM 356	
INSTRUCTOR:	COURSE TITLE: ADVANCED ARTS & ENTERTAINMENT MANAGEMENT PRACTICUM I	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 8
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

A 15-week course in which the student will assume a position working for a professional arts organization, participate in professional development (PD), and/or complete special projects for an average of 28 hours per week (for 364 hours total required) over 13 weeks, followed by the two-week final exam period.

COURSE PREREQUISITES/CO-REQUISITES:

Prerequisite: 9 AEM credits; Co-Requisite: AEM 355

CALENDAR DESCRIPTION:

This course is the first of a pair of practicum courses. Students will gain experience in their practicum through one or a combination of hands-on experiences, including a placement in an arts/entertainment organization, participating in professional development (PD) activities, or completing special projects. The experience will be determined by the goals of the student as well as the organization with which the student is placed. Each student will be supervised by the instructor and by the practicum host (if applicable) throughout the placement.

REQUIRED TEXTS AND/OR RESOURCES:

Check eLearn for assignments and readings.

COURSE STUDENT LEARNING OUTCOMES

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

- apply arts and entertainment management knowledge, skills, theories and processes to hands-on, relevant work experience and projects;
- reflect on experiences to set, monitor and adjust career goals;
- employ principles of effective communication;
- model professional behaviour standards;
- integrate knowledge, reflections, evaluations and skills to strengthen professional practice;
- work as part of a team to administer arts and entertainment.

COURSE CONTENT*:

Weeks 1-15 Students will perform assigned work and duties related to the job position

Weeks 6-7 Midterm evaluation – Students will meet with their AEM faculty practicum supervisor to review their progress and midterm evaluation. They will be advised whether or not they are performing their duties and responsibilities competently.

*A detailed list of course dates, content and deadlines can be accessed on the eLearn course page.

EVALUATION PROFILE

1. Performance Evaluation – Midterm.....20%
 2. Performance Evaluation – Final25%
 3. Final Student Evaluation15%
 4. Logbooks20%
 5. Professional Behaviour20%
- 100%**

1. Performance Evaluation – Midterm: Students will be evaluated based on feedback from their industry placement host on their practicum work from weeks 1-6.
2. Performance – Final: Students will be evaluated based on feedback from their industry placement host on their practicum work for weeks 1-15.
3. Final Student Evaluation: Students will complete a final evaluation of their placement experience.
4. Logbooks: Students will submit monthly logs of practicum hours. Final logbooks must equal total number of hours assigned and must be verified by the practicum host supervisor. If a professional development project is involved, student will complete a PD Activity Log to be assessed by the instructors. **CREDIT CANNOT BE GIVEN IF A FINAL, VERIFIED LOGBOOK HAS NOT BEEN SUBMITTED.**
5. Professional Behaviour: Students will be evaluated on professional behaviour standards outlined in the “Operational Details” section, below.

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%	

OPERATIONAL DETAILS:**Professional Behaviour**

Students should be able to demonstrate a professional attitude and behaviour toward work, fellow-students and their instructor. 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 this course. Students should have respect for equipment and systems and constructive response to criticism. Students will receive feedback at mid-term meeting.

Attendance

Regular attendance is essential. Students will be allowed to make up practicum hours only under the following conditions: if a doctor's certificate of illness is provided; if in the case of the death of a close family member, a death certificate is provided; if prior approval of the instructor has been obtained. If students do not meet the hour requirement, the student will receive an F in the course.

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

Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

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 at the discretion of the practicum host supervisor.

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. Please allow 2 business days for a response.

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.