



COURSE OUTLINE

TERM: Spring 2016	COURSE NO.: EEA 005
INSTRUCTORS:	COURSE NAME: Work Experience Practicum
OFFICE:	SECTION NO: CREDITS: 6
TELEPHONE: 604.986.1911	

COURSE FORMAT: Off-site work experience practicum (s) of nine week duration, arranged by the department faculty. A minimum of 60 and a maximum of 240 practicum hours will be required.

PREREQUISITES: None.

RECOMMENDED

FOLLOW-UP COURSE: Not applicable

COURSE OBJECTIVES:

Practicum component to provide students with practical skills training and work experience. Students will be scheduled to attend a nine week work experience practicum arranged by faculty.

Activities:

- Weekly one-to-one planning meetings with faculty supervisor before start of practicum
- Interview(s) with employer(s)
- Worksite orientation and safety awareness
- Ongoing feedback and goal setting with employer
- Demonstration of skills at the practicum site
- Attend weekly session with cohort and instructor in classroom to review progress and set weekly goals for practicum success

LEARNING OUTCOMES:

Upon completion of the course students will;

- develop competencies for work
- communicate effectively with co-workers, employers and customers
- apply time management skills
- apply appropriate work behaviours
- follow instructions from employer
- accept feedback
- complete tasks given to the best of their abilities
- demonstrate a positive willingness to learn
- meet expectations of the employer and co-workers

EVALUATION PROFILE: Students will be monitored weekly to assess progress.

Practicum employers will be required to provide weekly feedback and complete a work experience practicum evaluation at the completion of the practicum.

Written reports will assess skills, including

- Fundamental practical skills specific to employment sector
- Personal management skills
- Communication skills with co-workers, supervisor and customers
- Teamwork skills

Student progress during the practicum will be evaluated based on employer feedback, program goals and specific employability skills predetermined by the employment sector the student is working in. All parties (university, employer and student) must sign a Work Experience Practicum agreement before practicum begins. Copy to be left at employer site and in student file on campus.

GRADING PROFILE: Credit or No Credit

OPERATIONAL DETAILS:

Departmental Policies: The AWE Department has policies addressing Student Behaviour Expectations. All students sign a General Behaviour Expectation Agreement at the start of the program. This agreement clearly defines how to meet the outcomes and the appropriate consequences if these outcomes are not met. This department policy is aligned with University-wide policies.

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

Participation: Students are expected to participate positively at their work experience practicum site.

Attendance: Regular attendance at the practicum site is required. If absent or late, students are expected to first call their employer and then call their AWE instructor before work shift starts.

- Missed Exams:*** No formalized exams.
- Late Assignments:*** Not applicable
- Cheating/Plagiarism:*** Not applicable
- Incomplete Grades:*** No grades of “I” will be given in this course.
- Confidentiality:*** The AWE Department adheres to professional standards of ethics and confidentiality. Personal information shared with an instructor will not be shared with anyone outside the department without consent. However, there are a few exceptional circumstances in which an instructor may be required by law to disclose information about a student.
- Cell Phones:*** Cell phones must be silenced **before** practicum shift begins and may not be used again, without permission, until **after** student has left the work site.
- Emergency Procedures:*** Students will be familiarized with the safety procedures at their practicum site by employer/supervisor and university instructor.