COURSE OUTLINE		
TERM: Spring 2027	**COURSE NO: ESD 005**	
INSTRUCTOR:	**COURSE TITLE: Work Experience**	
OFFICE: LOCAL: **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS: 6**
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University respectfully acknowledges that our campuses are located on the unceded territories of the səlilwətaɬ (Tsleil-Waututh), Sḵwx̱wú7mesh (Squamish) and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT
The work experience of six-week duration will be arranged by the department faculty. A minimum of 60 work experience hours over 6 weeks will be required.

COURSE PREREQUISITES/CO-REQUISITES
None

CALENDAR DESCRIPTION
This work experience placement provides students with opportunities to develop and apply workplace skills in a real-world setting. Students gain firsthand experience with workplace culture, expectations, communication, teamwork, and professional conduct while completing their placement hours. Through meaningful participation in the workplace, students build confidence, independence, and employment readiness skills. The experience also supports career exploration by helping student identify work, training, and educational pathways that align with their interests, strengths, and future goals.

COURSE NOTE
Students must have a strong attendance record and will not be eligible for a work experience placement if course work is incomplete from ESD 001, ESD 002, ESD 003, and ESD 004.

REQUIRED TEXTS AND/OR RESOURCES
Instructor will provide all course materials including texts and other learning resources.

COURSE STUDENT LEARNING OUTCOMES

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

- Demonstrate foundational workplace competencies required for entry-level employment

- Communicate appropriately and effectively with supervisors, coworkers, and customers
- Apply time management and organizational skills to complete workplace tasks and responsibilities
- Follow instructions and workplace procedures provided by supervisors or employers
- Demonstrate appropriate workplace behaviours, including punctuality, reliability, and professionalism
- Accept feedback from supervisors and instructors and apply suggestions to improve performance
- Complete assigned tasks to the best of their ability while maintaining workplace expectations
- Demonstrate a positive attitude and willingness to learn in a work environment
- Work cooperatively with others as part of a team in the workplace
- Meet employer expectations for behaviour, communication, and task completion
- Reflect on workplace experiences and identify skills, strengths, and areas for continued growth

COURSE CONTENT

The work experience component will provide students with practical skills training. Students will be scheduled to attend a six-week work experience arranged by faculty.

Activities:

- One-to-one planning meetings with faculty supervisor before start of their work experience
- Interview with employer
- Worksite orientation and safety awareness
- Ongoing feedback and goal setting with faculty supervisor / employer
- Demonstration of skills at the work experience site
- Communicate weekly with the instructor by email to review feedback, report on work experience progress, and set goals for the following week

EVALUATION PROFILE

Students will be monitored weekly to assess progress. Work experience employers will be required to provide weekly feedback and complete a work experience evaluation at the completion of the placement.

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 work experience will be evaluated based on instructor observation, 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 agreement before the placement begins. A copy will be submitted to the employer and placed in the student's file on campus.

GRADING PROFILE

Credit/No Credit

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 date given by your instructor. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

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. Please consult with your instructor.
*** Accommodations can be made to honour community needs and traditional practices.

Attendance
Students are expected to attend all classes and associated activities. It is expected that whenever possible students will inform course instructor in advance of any absences related to scheduled courses or activities. Students must take responsibility for any missed work.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Support may be requested.

Electronic Devices
Human connection and participation are important in this program and none of us can learn without you. Please place your device(s) out of sight and on mute during class time. You may use laptops or tablets in class to consult online readings or to take notes with permission. Use of interactive technology is allowed only when it is required for the assignment. Photos or video may not be taken in class without prior permission of all involved. Personal use is only allowed during a break; any other use of these devices and the use of cell phones is strictly prohibited. Violating this policy will negatively impact your participation grade.

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. Important information may be copied to personal advocates.

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-services/

Capilano University Security: download the CapU Safe Alert App

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including an 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 Policy and B.401.1 Sexual Violence 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

The instructors strive to create an inclusive and welcoming learning environment that celebrates the diversity of race, ethnicity and national origins, gender and gender identity, sexuality, class and religion, age, political background, and physical and learning ability. They value the perspectives of students of all backgrounds and encourage an open dialogue.

In addition, the instructors support a wide range of learning differences in the classroom and workplace and do their best to remove barriers to allow students to participate as fully as they can. If you require any accommodations that are not already provided, or have questions regarding this course, please discuss these in private during your Instructor's office hours.

Human Rights, Diversity, Inclusion and Equity (B.512)

Capilano University's values are diversity, the individuality of learners, open engagement with ideas, respectful engagement with each other, personal accountability of integrity and success, and transparency and an ethic of fairness. These values and the University's mission and vision require an active commitment to human rights, diversity, inclusion and equity. The University is committed to providing a respectful learning and working environment that allows for full and free participation of all members of the University community. This policy is intended to reaffirm the University's dedication to fostering an inclusive environment which is supportive of fair and equitable treatment of all members within its diverse community, no matter their social identity.