

COURSE OUTLINE			
TERM:	Fall 2018	COURSE NO:	IDES 490
INSTRUCTOR:	TBA	COURSE TITLE: Industry Practicum	
OFFICE:	LOCAL:	SECTION NO(S):	CREDITS: 9.0
E-MAIL:	@capilanou.ca		
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

8 weeks in an industry/mentorship setting plus online faculty support.

COURSE PREREQUISITES/CO-REQUISITES

75 IDES/DSGN Credits.

CALENDAR DESCRIPTION

This experiential learning course takes place primarily off campus. Students work within a studio/agency environment in a capacity related to visual communication. Students undergo a placement interview and both parties work to strict contractual guidelines that guide behavior and learning in a professional environment. Students provide written reflection and a final report on their work experience.

COURSE NOTE

IDES 490 is an approved Experiential course for Cap Core requirements.

REQUIRED TEXTS AND/OR RESOURCES

None.

COURSE STUDENT LEARNING OUTCOMES

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

- Apply learned knowledge and skill to real-world visual communication problems;
- Communicate effectively (verbally and in writing) with colleagues and team members;
- Perform the roles and responsibilities assigned on-site to client standards as set out in the practicum agreement;
- Conduct themselves in a professional manner in a real-world industry setting;
- Define effective and efficient working practices and procedures; and
- Reflect and report on professional practice.

Students who complete this Experiential course will be able to do the following:

- Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner’s personal, academic, or professional trajectory.
- Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles.

COURSE CONTENT

Week	Content	Assignments	Due
Pre-Placement: <ul style="list-style-type: none"> • Survey about practicum experience. • Review of practicum contract, timeline, and deliverables. • Briefs detailing required expectations for blog posts and interim/final written reports. • Set-up of dedicated category for practicum blog posts. • Responses to Practicum Descriptions (host job postings). • Interview and signing of <i>Practicum Placement Agreement</i> (contract) 			
Week 1	Practicum begins.	1. Weekly blog post	Feb 22
Week 2	Practicum continues.	2. Weekly blog post	Mar 1
Week 3	Practicum continues.	3. Weekly blog post	Mar. 8
Week 4	Practicum. Continues. Mid-practicum supervisor site visits begin.	4. Weekly blog post (longer post for interim report)	Mar. 15
Week 5	Practicum continues. Mid-practicum supervisor site visits end.	5. Weekly blog post	Mar. 22
Week 6	Practicum continues.	6. Weekly blog post	Mar. 29
Week 7	Practicum continues.	7. Weekly blog post	April 5
Week 8	Practicum ends.	8. Final written report	April 12

EVALUATION PROFILE

Evaluation of student performance will be carried out independently by the faculty supervisor(s) and by the placement hosts.

Evaluation tools and criteria used (e.g. rubrics) will be provided to students in advance. Evaluation results will be combined and credit / no credit assigned by the faculty supervisor.

GRADING PROFILE – (Credit / No Credit)

IN ORDER TO RECEIVE CREDIT FOR THIS COURSE STUDENTS MUST:
1. Complete 8 weeks (240 hours) of practicum placement.
2. Complete 7 blog posts according to requirements of brief.
3. Complete a final written report according to requirements of brief.
4. Obtain a positive mid-practicum evaluation from both host and supervisor.
5. Obtain a positive final evaluation from both host and supervisor.

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

If a course contains assignments, 20% will be deducted from the assignment grade for each period of 1 to 7 days that an assignment is late, unless a different policy appears on the course outline.

Missed Exams/Quizzes/Tests etc.

Missed exams, quizzes and tests (if any) will be assigned a grade of zero. Make-up exams, quizzes and tests are generally given only in medical emergencies or severe personal crises, at the discretion of the instructor.

Attendance

Students are expected to attend all classes and associated activities. Students who are absent for more than three classes without the permission of the course instructor will fail the course. Students must inform the instructor and program assistant by email if a class will be missed.

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 time for course-related purposes only.

On-line Communication

Instructors and students should communicate using their official Capilano University addresses.

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: <http://www.capilanou.ca/services/>

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 S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/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](#).

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

PROGRAM OPERATIONAL DETAILS

Punctuality/Penalties for Lateness

Punctuality is essential. Students more than 15 minutes late for class, or students who leave early without instructor permission, risk being marked absent.

Participation

Students will be evaluated on the frequency and relevance of their comments, questions, observations and discussions of weekly course content; on their active engagement in in-class assignments; on their completion of required lab hours (if any) and on their work-in-progress, at 1% per class or to a maximum of 15% of the course grade.

Professional Behaviour

Students should demonstrate a professional attitude and behaviour towards their work, their fellow students and their instructors. Reliability, a willingness to work cooperatively under sometimes difficult conditions, and a determination to achieve quality work to deadlines are all expected. Students must respect equipment and procedures, and should be receptive to constructive criticism of their work.