



# CAPILANO UNIVERSITY

COURSE OUTLINE			
<b>TERM:</b> Spring 2025	<b>COURSE NO:</b> IDES 490		
<b>INSTRUCTORS:</b>	<b>COURSE TITLE:</b> Industry Practicum		
<b>OFFICE:</b> LOCAL:	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 9.0	
<b>E-MAIL:</b>			
<b>OFFICE HOURS:</b>			
<b>COURSE WEBSITE:</b>			

Capilano University acknowledges with respect the Lil'wat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) people on whose territories our campuses are located.

## COURSE FORMAT

8 weeks of work-related experiences in which a student will assume a practicum position related to visual communication, participate in professional development (PD), and/or complete special projects for an average of 30 hours per week.

## COURSE PREREQUISITE

75 IDES/DSGN credits

## CALENDAR DESCRIPTION

This work-integrated learning course provides an opportunity for students to apply classroom theory to employment practices. Students will gain visual communication related work experience through one or a combination of experiences including practicum placement, professional development (PD), or completion of special projects. Students are responsible for securing their own practicum placement, prior to the first week of the course, with the support, consultation, and approval of the assigned faculty supervisor/Instructor.

## COURSE NOTE

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

## REQUIRED TEXTS AND/OR RESOURCES

Details on recommended texts and readings, if any, will be supplied by the instructor.

## 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.
- Use verbal and written communication effectively with colleagues/peers and/or clients.

- Build a network within the design community.
- Conduct themselves in a professional manner, as expected in the work-place.
- 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	Topic
Week 0	<i>Pre-Commencement: Practicum job description and practicum placement agreement must be completed before the work term begins (Week 1). If a professional development project is involved, a proposal will be included and practicum placement agreement is not required.</i>
Week 1-8	<p>Work Integrated Learning (WIL): Students will commence industry related work experiences. Duration options:</p> <ul style="list-style-type: none"> <li>• 30hrs per week x 8 weeks</li> <li>• 40hrs per week x 6 weeks</li> </ul> <p>Faculty supervisors must complete a student evaluation or check-in at the mid-point (week 4/5).</p>
Week 8	Completion of performance evaluation(s) and practicum report.

**EVALUATION PROFILE**

Assessment
Proposal: Practicum job description and practicum placement agreement meet program criteria and are on file before the work term begins (Week 1). If a professional development project is involved, a proposal will be included and practicum placement agreement is not required.
Practicum Report: Report must include timesheets/PD activity log, details of the work-related experience, student self-assessment and meet the departmental equivalent of a C grade or higher.
Completion of 7 weekly journal entries, shared weekly with faculty supervisors.

Performance evaluation: Employer and/or faculty supervisor evaluation of the students' work performance. Student must attain a minimum of 'satisfactory' on the evaluation.
Completion of 240 work-related hours as reported by the timesheets/PD activity log in the practicum report.

**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.

**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**

All late assignments will receive a penalty of a 20% deduction for each period of 1 to 7 days that an assignment is late.

**Missed Exams/Quizzes/Labs 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. Accommodations can be made to honour community needs and traditional practices.

**Attendance**

Students are expected to attend all classes and associated activities. Students who are absent for more than three classes without permission from the instructor may fail the course. At the discretion of the instructor, students may be marked absent for arriving more than 15 minutes late, leaving class early without permission or turning webcams off for extended periods of time.

Students are responsible for:

- Informing the instructor and division assistant in writing, if a class will be missed.
- Maintaining assignment due dates.
- Obtaining any missed class materials from their peers. It is not the instructor's responsibility to provide students with instruction that was missed during class time.

**English Usage**

Students are expected to proofread all written work for 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 for course-related purposes only, unless they have a documented accommodation requirement from Accessibility Services. Use of the internet, social media or e-mail during class is limited to program-related work.

**On-line Communication**

Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

Instructors will be available during their office hours to support student learning and will communicate with students using their official Capilano University email or MS Teams. Students and instructors are encouraged to respond to online communications within 2 business days.

**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 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 OR PROGRAM OPERATIONAL DETAILS**

Refer to the following IDEA School of Design policies:

- [Academic Performance policy](#)
- [Student Code of Conduct](#)
- [Plagiarism Policy](#)
- [AI Policy](#)