COURSE OUTLINE		
TERM: Spring 2027	**COURSE NO: IXD 206**	
INSTRUCTOR:	**COURSE TITLE: IXD Practicum & Professional Development**	
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

Two formats over a 15-week period:

- 6 weeks of three hours of class time or scheduled mentored meetings, plus an additional hour delivered through online or other activities. May be offered in an online or mixed-mode format.
- 5 weeks of Work-Integrated Learning (WIL) in which a student will choose to complete an interaction design-related practicum or professional development (PD) activities for an average of 30 hours per week.

Students are expected to attend all practicum-related meetings, events and mentor sessions in the term prior to enrolling in this course.

COURSE PREREQUISITES

24 IXD credits

CALENDAR DESCRIPTION

This Work-Integrated Learning (WIL) course provides an opportunity for students to apply classroom theory to employment practices in the interaction design industry. Students will complete 140 hours, over a 5-week period, by choosing one of two pathways: practicum work experience or professional development (PD). Students are responsible for securing their own practicum placement by week 4, with the support, consultation, and approval of the assigned instructor.

COURSE NOTE

IXD 206 is an approved Experiential course for Cap Core requirements.

Students with a CGPA less than 2.33 (C+) will be required to take the professional development pathway or obtain approval from the program coordinator to pursue the practicum pathway.

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:

- Evaluate individual strengths, weaknesses, interests and attitudes while exploring future employment opportunities.
- Apply learned knowledge to interactive design problems.
- Use verbal and written communication effectively with colleagues/peers and/or clients.
- Conduct themselves in a professional manner, as expected in the workplace.
- Build a network within the design community.
- 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.

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COURSE CONTENT

Week	Topic
1	**Proposal Agreement:** *a.* **Practicum Pathway:** Job description and practicum placement agreement. *b.* **Professional Development (PD) Pathway:** PD Proposal that outlines PD activities and allocated hours.
2-6	Cohort-based workshops and scheduled mentored meetings to prepare documents, set expectations and build skills that will support students during the practicum work experience or in the completion of their professional development activities.

Week	Topic
7-11	**Practicum Pathway** Students will complete 140 hours in an industry related practicum. Weekly schedule is variable and must be outlined in the placement agreement. • Students may not work more than 40 hours per week. • Students may not work on statutory holidays. • Students may be enrolled in Capstone and an elective course during this time, so it is advised to consider part-time practicum structures such as: ○ 28hrs per week x 5 weeks ○ 30hrs per week x 4.5 weeks ○ 40hrs per week x 3.5 weeks **Professional Development Pathway** Students will complete 140 hours of industry related professional development activities. Student proposals must aim to support their personal growth in both technical and interpersonal skills for the workplace. Proposals may include a combination of activities such as: • Attend or organize a hackathon, meetup, conference or other industry related networking event. • Complete a micro-credential or certificate from a credible source. • Build a creative community online or in-person (or hold a leadership/facilitation role within an existing organization). • Interview 5 or more industry professionals and share the conversation in a podcast or multimedia storytelling format.
12-15	• Completion of performance evaluation and any outstanding reports. • Students must be available to attend cohort related events such as capstone presentations and graduation exhibition.

EVALUATION PROFILE

Assessment
Pre-Term Participation: Students are expected to attend all practicum-related meetings, events and mentor sessions in the term prior to enrolling in this course
Proposal Agreements: a. Practicum Pathway: Job description and practicum placement agreement meet program criteria. b. Professional Development (PD) Pathway: PD Proposal that outlines PD activities and allocated hours. c. All documents require practicum supervisor approval and must be submitted before week 2.

Weekly Report: A report, submitted weekly to the faculty supervisor using the course specific format that documents the practicum or professional development experiences. These must meet the departmental equivalent of "satisfactory" (B- grade or higher).
Weekly Time Tracking: Completion of 140 work-related/PD hours, submitted weekly to the faculty supervisor using the course specific time tracking software.
Performance Evaluation: Employer/faculty supervisor evaluation of the students' performance. Student must attain a minimum of 'satisfactory' or higher.

Participation & Professionalism
Refer to the IDEA School of Design Academic Performance policy.

Students will be evaluated on their active participation and engagement. The instructor will determine the evaluation criteria for participation, and it cannot be solely based on attendance.

Participation and professionalism can be demonstrated during both synchronous (live) and asynchronous (self-paced) classes through clear verbal and written communication, peer support, giving and receiving constructive critique, sharing work-in-progress, reflection, and an ongoing curiosity about the subject matter.

GRADING PROFILE

CREDIT	All aspects of the evaluation profile were completed to a satisfactory standard or higher by the assigned due dates.
NO CREDIT	Aspects of the evaluation profile were not completed to a satisfactory standard or higher or submitted late.

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
Refer to the IDEA School of Design Academic Performance policy.

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.
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
Refer to the IDEA School of Design Academic Performance policy.

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 instructor's discretion, students may be marked absent for arriving more than 15 minutes late, leaving class early without permission, or turning webcams off for extended periods.

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 any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Refer to the IDEA School of Design Student Code of Conduct.

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
Outside of the classroom, instructors will communicate with students using either their official Capilano University email or MS Teams; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only. 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 Safe Alert 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 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

Department policies are provided to all students at the start of the term and are available at all times on the online department resource hub. Students can also request a policy by emailing idea@capilanou.ca.

Refer to the following IDEA School of Design policies:

- Academic Performance Policy
- Student Code of Conduct
- Plagiarism Policy
- AI Policy