



CAPILANO UNIVERSITY

| COURSE OUTLINE | | |
|---|--|--------------|
| TERM: FALL 2020 | COURSE NO: NABU 390 | |
| INSTRUCTOR: | COURSE TITLE: North American Workplace Preparation | |
| OFFICE: LOCAL: E-MAIL: @capilanou.ca | SECTION NO(S): | CREDITS: 3.0 |
| 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

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. Fourth Hour activities may include company visits, guest speakers and conducting company reviews and analysis. This course may also be offered in mixed mode or online.

COURSE PREREQUISITES

CMNS 305 and 15 credits of 100-level or higher coursework from any of the following subject areas: NABU, BADM, BFIN, IBUS or BMKT

CALENDAR DESCRIPTION

This course provides tools and strategies to prepare students to research, apply for, secure and successfully complete a 450 hour non-paid, full time North American practicum work placement. Students assess themselves, survey the B.C. job market and articulate their competitive advantages. Students learn the fundamentals of the North American workplace. The course supports students in the processes of finding and completing a challenging and rewarding practicum position that is in alignment with his/her personal and professional career goals.

COURSE NOTE

Practicum placement support is available only to students who wish to work in BC. Students wishing to work in the US are responsible for all immigration and visa requirements.

REQUIRED TEXTS AND/OR RESOURCES

Current periodicals and reading materials will be identified and/or provided to the class through the term. Resource links, articles and other handouts will be provided by the instructor. Check eLearn.

COURSE STUDENT LEARNING OUTCOMES

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

1. Understand the North American workplace culture and how to adapt their own behaviours to comply with professional norms
2. Demonstrate professional job search skills, including networking, interviewing, completing job applications and company research, needed to find and apply for practicums and professional employment in North America
3. Utilize standard workplace tools such as the MS Office Suite effectively
4. Establish personal career goals to address gaps and enhance strengths towards the achievement of their individualized career plans

COURSE CONTENT

| Week | Topic |
|-------|---|
| 1 | Understanding your interests, work values and transferrable skills |
| 2 | North American workplace culture |
| 3 | Professional resumes, cover letters and LinkedIn |
| 4 | Understanding the North American labour market |
| 5 | Conducting an ethical North American job search |
| 6 | In-person and on-line networking North American business etiquette |
| 7 | Interviewing skills |
| 8 | Mock interviews |
| 9 | North American workplace tools: MS Word and Outlook |
| 10 | North American workplace tools: Excel |
| 11 | Workplace expectations |
| 12 | Transition from campus to the workplace |
| 13 | Final presentation: Individual career plan |
| 14-15 | Final Exam Period |

EVALUATION PROFILE

| Assessment | % of Final Grade |
|-----------------------------------|------------------|
| Assignments | 35% |
| Job Search Portfolio | 25% |
| Participation and professionalism | 10% |
| Term project / presentation | 30% |
| Total | 100% |

ASSIGNMENTS

The assignment structure for this course is determined by the instructor in accordance with the learning outcomes outlined above. This course will include a combination of in-class group/individual exercises, case studies and general assignments. Please refer to the course syllabus and eLearn site for a detailed breakdown.

JOB SEARCH PORTFOLIO

The job search portfolio will include individual written elements including a resume, cover letter and LinkedIn profile. It may also include other written and presentation elements in accordance with the learning outcomes above. Please refer to the course syllabus and eLearn site for a detailed breakdown.

PARTICIPATION AND PROFESSIONALISM

The participation structure for this course is determined by the instructor in accordance with the learning outcomes outlined above. This may include participation in outside of class events and in-class exercises and activities. Professionalism is defined as strict adherence to the Capilano Student Code of Conduct and the Practicum Handbook in letter and spirit. Please refer to the course syllabus and eLearn site for a detailed breakdown.

TERM PROJECT / PRESENTATION

The final term project will include group/individual written and presentation elements. Please refer to the course syllabus and eLearn site for a detailed breakdown.

GRADING PROFILE

| | | | | | | | | | | | |
|----|---|--------|----|---|-------|----|---|-------|---|---|-------|
| A+ | = | 90-100 | B+ | = | 77-79 | C+ | = | 67-69 | D | = | 50-59 |
| A | = | 85-89 | B | = | 73-76 | C | = | 63-66 | F | = | 0-49 |
| A- | = | 80-84 | B- | = | 70-72 | C- | = | 60-62 | | | |

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 at the beginning of the class on the due date listed. 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.

Attendance

Students are expected to attend all classes and associated activities.

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 for note-taking only.

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.

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-life/>

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 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 familiarize themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.