



COURSE OUTLINE		
TERM: Fall 2020	COURSE NO: NABU 490	
INSTRUCTOR:	COURSE TITLE: North American Business Practicum	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 9.0
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

During their applied practicum students will complete a total of 450 hours of work in a North American for profit or not for profit organization, as approved by the applied practicum instructor

COURSE PREREQUISITES

NABU 390

CALENDAR DESCRIPTION

This course is designed to assist students in completing an applied practicum. The purpose is to provide international students with an opportunity to gain work experience that will enhance and complement their academic learning. This experience provides a hands-on opportunity to integrate and apply business skills and knowledge from their courses into the job experience. The student, in consultation with the instructor, is responsible for obtaining his or her own applied practicum.

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. Integrate theoretical knowledge acquired in the NABU program with hands-on experience in a business setting demonstrating competence in a North American workplace.

2. Develop interpersonal skills, and oral and written communication skills in a team setting.
3. Evaluate the nature of an organization including products and services, organizational structure, competitors and competitive landscape, and overall company performance.
4. Engage in professional self-evaluation and critical reflection.
5. Navigate a job search strategy including creating successful job search tools such as a resume and cover letter and building professional relationships through networking.

COURSE CONTENT

- Status meetings with applied practicum instructor to be scheduled during the applied practicum term
- 450 hours on the job; work as assigned by the employer sponsoring the applied practicum

EVALUATION PROFILE

Assessment	Weight	Penalty for late submission
Company Analysis	25	<ul style="list-style-type: none"> • 20% of the assessment weightage will be deducted per day from the earned grade, for a maximum of two days • Submissions later than two days will receive a 100% penalty i.e. a zero will be awarded • Non-submission of an assignment or its required component will result in ineligibility for CR grade in the course
Interim Progress Reflection	30	
Practicum Summary	20	
Employer evaluation	25	
Total	100	Will not be graded if submitted later than two weeks or grade submission deadline, whichever is later
Eligibility for earning credit (CR) in the course		<ol style="list-style-type: none"> 1. All assessments completed and submitted 2. Minimum aggregate score of 50/100 3. Completion of 450 approved practicum hours with a minimum overall rating of 2.5/5.0 in Employer Evaluation 4. Adherence to Student Code of Conduct in letter and spirit
Eligibility for I-grade		<ol style="list-style-type: none"> 1. Only Employer Evaluation pending (all other assessments completed and submitted) 2. 37.5 / 75 scored up to that point 3. Adherence to Student Code of Conduct in letter and spirit

GRADING PROFILE

Credit/No Credit

Grading System explanation

This course is graded credit or no credit based on successful completion of all the assessments indicated above. A copy of the Employer Evaluation is available on eLearn.

Incomplete Grades

Incomplete grades will not be given under the following conditions:

- Only the Employer Evaluation pending (all other assessments completed and submitted)
- 37.5 / 75 scored up to that point
- Adherence to Student Code of Conduct in letter and spirit

Late Assignments

Homework assignments are due at the start of class on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

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

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 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.