

COURSE OUTLINE		
TERM: Fall 2018	COURSE NO: TOUR 140	
INSTRUCTOR:	COURSE TITLE: Tourism Co-op Work Experience	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 6.0
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

500 hrs of work experience

COURSE PREREQUISITES

24 credits of 100-level or higher coursework including TOUR 133.

CALENDAR DESCRIPTION

The student co-op work experience is designed to provide a period of full-time, productive, paid employment in industry or government. The co-op work experience enables the student to apply classroom theory and skills to employment practices. It provides the student, faculty, and the employer with a measuring device for assessing the student's approach to full-time employment.

COURSE NOTE

TOUR 140 is an approved Experiential course for Cap Core requirements.

REQUIRED TEXTS AND/OR RESOURCES

Co-op Student Handbook 2017 (supplied), Finding Your First Professional Job – A Guide for Co-ops, Interns and Full-Time Job Seekers (4th edition, Scott Weighart).

COURSE STUDENT LEARNING OUTCOMES

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

1. Communicate effectively with co-op employers using terminology, language, written formats, and professionalism typical of a tourism industry practitioner.
2. Demonstrate the ability to self-assess workplace behaviour through the preparation of a written report on completion of the work term.
3. Determine existing strengths and identify gaps in current skills/knowledge set while exploring employment opportunities and evaluating specific interests and attitudes in assessing career goals.
4. Enhance ability to network within the local and global tourism community while developing interpersonal relations skills with other employees and with their clients/tourists.

5. Effectively and professionally interact in the workplace with tourism industry professionals while meeting the needs and expectations of the employer and organization.
6. Develop self-awareness, public speaking and leadership skills, and professional behaviours as exemplified by tourism employers.
7. Identify and understand the position of the employer organization in the global tourism marketplace.
8. Make contacts in the tourism field for future employment opportunities.

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

1. 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.
2. Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles.

COURSE CONTENT

Week/Date	Topic(s)	Required Readings/ Activities
Co-operative Education Work Term	Students will work approximately 35 paid hours per week with a tourism/hospitality business/organization for their co-op work term.	35 hours per week on average, including scheduled meetings with work term employer and faculty supervisor. Co-op Report Co-op Debrief

EVALUATION PROFILE

Assessment	Individual/Group
Co-op Job Description and Student-Employer Work Term Agreement meet co-op program criteria and are on file before the work term begins.	Individual
Five written work term objectives submitted by the end of May (Moodle).	Individual
Written report of the co-op work term experience; Report details on Moodle. Report must meet the departmental grading profile equivalent to a 'C' grade (63-66%) or higher.	Individual
Presentation of work term experience at mandatory co-op student debrief workshop	Individual
Employer Evaluation of the students' job performance on file. Student must attain an overall minimum of 'satisfactory' on the <i>Employer Evaluation of the Co-op Student</i> .	Individual
Completion of 500 paid-work hours as reported by the employer through the <i>Employer Evaluation of the Co-op Student</i>	Individual

ASSIGNMENTS

The assignment structure for this course is determined by the instructor in accordance with the learning outcomes outlined above. Please refer to the course syllabus and Moodle site for a detailed breakdown.

Written Assignments: This course will include a combination of short written assignments (e.g. learning objectives) and/or longer assignments in the form of a report.

Participation: Participation grades are based on employer evaluations of students' job performance. See course syllabus for details.

Presentations: This course may include a presentation component, which may be an individual or group assignment (e.g. in-class debate, academic poster, research presentation). Detailed instructions will be provided in class and on Moodle

GRADING PROFILE

Credit/No Credit

The Co-op Coordinator/Faculty Advisor determines if the components of the co-op work experience have been fulfilled and will assign a grade of credit to indicate successful completion of the co-op, according to the assessment criteria indicated above.

CREDIT	All aspects of the co-op work experience and assessed work are completed on time and to a satisfactory or higher standard.
NO CREDIT	Aspects of the co-op 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

Assignments are due at the beginning of the class on the due date listed unless otherwise noted in the course syllabus. If you anticipate handing in an assignment late, please consult with your instructor beforehand. See course syllabus for penalties associated with late assignments.

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. Rescheduling will not be allowed for reasons such as holidays or work conflict, nor shall re-scheduling be possible after exams have been graded and returned. Please consult with your instructor. Final Exams are to be written on the date and time scheduled

Attendance

Students are expected to attend all classes and associated activities. Attendance is mandatory if the delivery of this course is through a weekend based format. A deduction of 15% per day missed, or part thereof will be assessed without proper medical documentation.

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 or when working in groups on tasks assigned by the instructor.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; 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: <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, Cheating and Plagiarism, 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.

DEPARTMENT AND COURSE POLICIES

See course syllabus