



# CAPILANO UNIVERSITY

COURSE OUTLINE		
<b>TERM:</b> Summer 2020	<b>COURSE NO:</b> TOUR 372	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE:</b> Tourism and Hospitality Practicum	
<b>OFFICE:</b> <b>LOCAL:</b> <b>E-MAIL:</b> @capilanou.ca	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 6
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

**COURSE FORMAT:** 21 hours of lecture and 280 hours of practicum activity:

- Scheduled face-to-face or on-line contact for 21 hours of course time (7 weeks x 3 hours) focused on preparing and securing an 8- week practicum. In addition, students may attend recruiting and networking events and complementary activities outside the classroom.
- Non-paid (or paid) practicum work experience at the employer site for an average of 35 hrs per week for 8 weeks or a total of 280 hours.
- **FOURTH HOUR:** Individual Advisor Meetings and final practicum debrief meeting

**COURSE PREREQUISITES:** 21 TOUR credits of 300-level or higher coursework

**CALENDAR DESCRIPTION** This course provides tools, resources and helpful strategies to prepare students to research, apply for, secure and successfully complete an appropriate 8-week paid/non-paid Canadian work placement. Students will engage in self-assessment, create an action plan, survey the B.C. job market and articulate their competitive advantages. The course addresses the specific processes involved in finding a challenging and rewarding practicum position in alignment with individual career goals. Students will engage in a period of productive employment in the Canadian workplace applying classroom theory and skills to the workplace.

## REQUIRED TEXTS AND/OR RESOURCES

Selected readings will be provided through the TOUR 372 course eLearn site.

**COURSE STUDENT LEARNING OUTCOMES**

Upon successful completion of this course, students will demonstrate competence in the following:

<b>LEARNING OUTCOMES</b>
Analyze local labour market conditions and evaluate specific interests as they relate to career goals
Determine existing strengths and identify current skills gaps and knowledge
Identify strategies to achieve career goals
Develop confidence in Canadian business settings through networking and etiquette practices
Effectively articulate, both verbally and in writing, personal strengths for specific positions
Reflect on workplace experience through self-assessment and presentation
Develop verbal and written English language skills appropriate for Canadian workplace standards

**COURSE CONTENT:**

<b>WEEK</b>	<b>TOPIC(S)</b>	<b>REQUIRED READINGS/ ACTIVITIES</b>
<b>1</b>	<ul style="list-style-type: none"> <li>Work practicum overview</li> <li>Canadian job marketplace (Workshop)</li> </ul>	
<b>2</b>	<ul style="list-style-type: none"> <li>Strengths, Values, Interests.</li> <li>Practicum work experience, job goal setting &amp; action plans</li> <li>Reflective journal writing &amp; the practicum reflection report</li> </ul>	
<b>3</b>	<ul style="list-style-type: none"> <li>Skills inventory and personality tests</li> </ul>	
<b>4</b>	<ul style="list-style-type: none"> <li>LinkedIn workshop</li> </ul>	Lab Class
<b>5</b>	<ul style="list-style-type: none"> <li>Workshop Application Documents</li> </ul>	
<b>6</b>	<ul style="list-style-type: none"> <li>How to Network</li> <li>Preparing for your interview</li> </ul>	
<b>7</b>	<ul style="list-style-type: none"> <li>Mock interview</li> </ul>	
<b>8</b>	<ul style="list-style-type: none"> <li>Mock Interview</li> </ul>	Site Visits
<b>9</b>	<ul style="list-style-type: none"> <li>Practicum July-August</li> </ul>	
<b>10</b>	<ul style="list-style-type: none"> <li>Practicum July-August</li> </ul>	
<b>11</b>	<ul style="list-style-type: none"> <li>Practicum July-August</li> </ul>	
<b>12</b>	<ul style="list-style-type: none"> <li>Practicum July-August</li> </ul>	
<b>13</b>	<ul style="list-style-type: none"> <li>Practicum July-August</li> </ul>	
<b>14</b>	<ul style="list-style-type: none"> <li>Practicum July-August</li> </ul>	
<b>15</b>	<ul style="list-style-type: none"> <li>Practicum July-August</li> <li>Debrief Session</li> </ul>	

- Employer Evaluation arrives after the practicum placement
- Networking event & reflection is to be completed anytime during the first seven weeks of the course

## EVALUATION PROFILE

Assessment	% of Final Grade
Participation	0%- 10%
Career Plan*	20%- 60%
Networking & Interviewing Skills Development *	15%- 35%
Application supporting documents*	20- 70%
<b>Total</b>	<b>100%</b>

\*This consists of several smaller assignments. No one assignment will be valued at more than 30% of the final grade

Participation grades are based on the consistency, quality, and frequency of contributions to class discussions. Consistency means attending every class, maintaining a positive and respectful presence in the classroom, and actively contributing to discussions on a regular basis. Quality means demonstrating respect for peers and their contributions; listening attentively during lectures and when other students are speaking; and participating in all activities/guest speakers/events with an open and inquisitive mind. It also involves being in constant communication with practicum faculty and maintaining professionalism throughout work term. In addition, students must complete the required hours and participate in a site-visit meeting with the instructor.

## ASSIGNMENTS

The assignment structure for this course is determined by the instructor in accordance with the learning outcomes outlined above. Please refer to specific assignment descriptions on the eLearn site for a detailed breakdown and rubric.

**GRADING PROFILE:** A+ = 90-100%    B+ = 77-79%    C+ = 67-69%    D = 50-59%  
 A = 85-89%    B = 73-76%    C = 63-66%    F = 49% or less  
 A- = 80-84%    B- = 70-72%    C- = 60-62%

## GRADING STANDARDS:

<b>A+</b>	<p><b>All aspects of the work submitted are to exceptional standards.</b></p> <p>Comprehensively researched, clear and concise, extremely well structured and designed, with a diverse and exhaustive range of evidence (e.g.: literature, other data) used effectively and critically. Demonstrates enlightening, insightful, and/or original thinking of the topics. Presented to the highest standards (e.g.: references, style, grammar, length).</p>
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<b>A</b>	<p><b>All aspects of the work submitted are to excellent standards.</b></p> <p>Thoroughly researched, clear and concise, excellently structured and designed, with an extensive range of evidence (e.g.: literature, other data) used effectively and critically. Demonstrates a thorough and comprehensive understanding of the topics. Presented to very high standards (e.g.: references, style, grammar, length).</p>
<b>B</b>	<p><b>All aspects of the work submitted are to good standards.</b></p> <p>Accurately researched, clear discussion, well-structured and designed, with a good range of evidence (e.g.: literature, other data) used effectively and critically. Demonstrates a thorough understanding of the topics. Presented to high standards (e.g.: references, style, grammar, length).</p>
<b>C</b>	<p><b>All aspects of the work submitted are to satisfactory standards, or (C-) a marginal pass.</b></p> <p>Sufficiently researched, providing good discussion, reasonably well structured and designed, with an acceptable range of evidence (e.g.: literature, other data) used effectively. Demonstrates satisfactory understanding of the topics. Presented to reasonable standards (e.g.: references, style, grammar, length).</p>
<b>D</b>	<p><b>Work submitted earns a minimal pass.</b></p> <p>Insufficiently researched, needs improvement in flow and design, and/or level of detail, with a limited range of evidence (e.g.: literature, other data) used. Demonstrates rudimentary understanding of the topics. Presented to basic standards (e.g.: references, style, grammar, length).</p>
<b>F</b>	<p><b>All aspects of the work submitted are below adequate standards</b></p> <p>Research, flow and design, and/or level of detail are unsatisfactory, with an insufficient range of evidence (e.g.: literature. Other data) used. Demonstrates unfamiliarity with the topics. Presented to below adequate standards (e.g.: references, style, grammar, length).</p>

### **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. 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. 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 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 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.

**DEPARTMENT OR PROGRAM OPERATIONAL DETAILS**

See course syllabus