CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Summer 2020	**COURSE NO: TOUR 150**	
INSTRUCTOR:	**COURSE TITLE Tourism Practicum**	
OFFICE: E-MAIL:	**SECTION NO(S): 05**	**CREDITS:** 6
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
280 hours of work experience in the tourism industry over a 15-week term.

COURSE PREREQUISITES
24 credits of 100-level or higher coursework including TOUR 145

CALENDAR DESCRIPTION

The practicum enables the student to apply classroom theory and skills to employment practices and to provide work experience in the field of tourism. It is designed to complement the theoretical component of the program, and to be of value to students in obtaining future employment.

COURSE NOTE
Departmental Approval required to register. A CGPA of 2.0 is recommended for this course.

REQUIRED TEXTS AND/OR RESOURCES
 Student Work Practicum Handbook (Posted on Moodle)

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:
1. Communicate effectively with employers using terminology, language, written formats, and professionalism typical of a tourism industry practitioner.
2. Ability to self-assess workplace behaviour through the preparation of a written report on completion of the work term.
3. Identify 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. 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.

COURSE CONTENT

Week/Date	Topic(s)	Required Readings/Activities
Practicum Term	Students will work full time or part time for 280 hours during one term in a tourism organization approved by the practicum instructor.	• 18.66 hours per week on average, including scheduled meetings with work term employer and faculty supervisor. • Practicum reports • Practicum presentation and de-brief

EVALUATION PROFILE

Assessment	Individual/Group
Practicum job description and student-employer work term agreement meet program criteria and are on file before the work term begins.	Individual
Work term objectives (SMART goals) submitted and approved by the instructor by the first 4 weeks of the practicum work term (Moodle).	Individual
Written report of the practicum work term experience; Report details on elearn.	Individual
Presentation of work term experience at mandatory student debrief workshop.	Individual
Employer evaluation of the students' job performance on file. Student must attain an overall minimum of 'satisfactory' on the *Employer Evaluation of the Practicum Student.*	Individual
Completion of 280 work hours as reported by the employer through the *Employer Evaluation of the Student.*	Individual

Note: All Assessments must meet the departmental grading profile equivalent to a "C" grade (63-66%)

Participation
Students must keep all scheduled shifts and appointments with the host organization and the instructor of the course. In addition, students must complete the required hours and participate in a site-visit meeting with the instructor and practicum supervisor.

GRADING PROFILE

Credit/No Credit

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

CREDIT	All aspects of the work experience and assessed work are completed on time and to a satisfactory or higher standard.
NO CREDIT	Aspects of the 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. 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.
N/A

Attendance
Students are expected to attend all classes and associated activities. See course syllabus for penalties related to missed classes/activities, and participation section above for more details.

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. Students should adhere to their host organizations policy on electronic device use.

On-line Communication
During the practicum, instructors will 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: 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