



CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Summer 2021	COURSE NO: TOUR 480	
INSTRUCTOR:	COURSE TITLE: Tourism Management International Work Experience	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 12.0
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

10 weeks of lecture, 6 months of work experience, ongoing online communication via e-Learn.

- Scheduled face-to-face meetings, online and mixed-mode activities for 10 weeks.
- Online activity and communication for 6 months while student is engaged in work experience.
- Paid work experience at international employer site for 6 months (35/hr per week x 24 weeks = 840 hours)

COURSE PREREQUISITES:

60 credits of 100-level or higher coursework

CALENDAR DESCRIPTION

This course provides students the opportunity to work in the tourism and hospitality industry in a setting outside of Canada. Students build upon prior learning and work experience, applying classroom theory and skills to international employment practices. Students develop inter-cultural fluency, self-awareness, and professional behaviours as exemplified by tourism employers in an international setting while building a global network of peers.

COURSE NOTE:

TOUR 480 is an approved Experiential course for Cap Core requirements.

TOUR 480 is an approved Capstone course for Cap Core requirements.

Departmental approval is required to register in this course.

REQUIRED TEXTS AND/OR RESOURCES:

Readings supplied on eLearn

COURSE STUDENT LEARNING OUTCOMES

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

1. Develop effective communication skills with tourism employers outside of Canada using terminology, language, and written formats appropriate to the setting.
2. Analyze existing strengths and identify gaps in current skills/knowledge set.
3. Examine international employment opportunities, evaluate specific interests and assess career goals.
4. Assess ability to network within the global tourism community.
5. Effectively and professionally interact in the workplace with tourism industry professionals while meeting the needs and expectations of the employer/organization.
6. Evaluate global inter-cultural fluency, self-awareness, and professional behaviours as exemplified by tourism employers in an international setting.
7. Interpret the position of the employer organization in the global tourism marketplace while developing relationships in international tourism.
8. Analyze and evaluate workplace success.

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.

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

1. Identify a topic of inquiry or practice.
2. Gather and organize relevant research materials.
3. Evaluate, synthesize, and apply research findings.
4. Share findings or results in a means appropriate to a field of study.

COURSE CONTENT

Week	Topic(s)
Week 1	Consultation with Co-op/WIL Practitioner regarding employment options and admission requirements
Week 2	Introduction of the Work Experience and Work-Integrated Learning
Week 3	Preparation for International Work Term and Going Abroad Unit 1: Work Term Documentation Unit 2: Travel Documentation Unit 3: Your Safety Abroad
Week 4	Preparation for International Work Term and Going Abroad Unit 4: Your Health Abroad Unit 5: Your Well-Being Abroad Unit 6: Your Money Matters Unit 7: Important Contact Information
Week 5	Intercultural Competency Development including engagement with Indigenous cultures of country being visited Unit 1: Culture and Cultural Values Unit 2: Cultural Intelligence

	Unit 3: Developing your Intercultural Competencies Unit 4: Diversity and Inclusion
Week 6	Employment Operations
Week 7	Employment Operations
Week 8	Employment Operations
Week 9 Week 10	Individual student coaching/meetings: finalize paperwork, offers of employment, student learning goals.
6 month work term	International Work Experience

EVALUATION PROFILE

Assessment
<u>Before Work Experience:</u>
Assignment: Workplace research report
Assignment: Professionalism in a new cultural setting presentation
Assignment: Intercultural competency activity and presentation
Assignment: Learning plan report
<u>During Work Experience:</u>
Assignment: Interim reports and reflection – monthly throughout work term –course e-Learn site
<u>After Work Experience:</u>
Assignment: Final report/presentation of the work experience.
Employer Evaluation of the students' job performance. Employer Confirmation of work term hours.

GRADING PROFILE

The Co-op/WIL Practitioner/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 work experience and assessed work is 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. 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. 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. See course syllabus for penalties related to missed classes.

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 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