



## ATBO-213 – Work Experience Practicum

### Business

**Effective Term & Year:** Fall 2022  
**Course Outline Review Date:** 2027-03-01

**Program Area:** Tourism, Recreation, & Hospitality

#### Description:

The primary goal of the work placement is to further develop the student's skills and knowledge in the adventure tourism industry. Students will have the opportunity to practice skills gained in the program, and to receive feedback on their competencies. Students will complete 250 hours of work placement in an approved tourism related operation. This placement may be extended for students planning on completing a Tourism Management Diploma Program.

#### Program Information:

This course is a required course of the Adventure Tourism Business Operations Diploma program.

**Delivery Methods:** On-campus (Face-to-Face), Practicum

**Credit Type:** College of the Rockies Credits

**Credits:** 3

#### Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	250
Co-op/Work Experience	

---

Other

Total	250
-------	-----

---

**Course Requisites:**

None

**Flexible Assessment:** No**Course Transfer Credit:**

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

**Textbook Resources:**

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

ATBO Diploma Work Placement Guidebook

*Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.*

**Learning Outcomes:**

Upon the successful completion of this course, students will be able to:

- describe the nature of the business in terms of corporate structure, clients, products, competition, customer service strategy, marketing, employee requirements and hiring criteria;
- demonstrate the concepts and skills basic to at least one area of management; and

- discuss the difference between the theoretical learning gained in class compared to the firsthand experience gained in a business.

### Course Topics:

### GUIDE LINES:

- The student must complete all 250 hours of practicum time within one year of the course start date.
- Students must have all required documents returned to the college within one year of the course start date.
- Students must attend all other scheduled classes during the school year. A student may not be absent from any scheduled class in order to attend practicum duties.
- Approved volunteer hours accumulated during the school year may be included with your practicum time as long as they meet all criteria.
- A student may utilize multiple practicum opportunities in order to successfully meet the course requirements.

### STUDENT RESPONSIBILITIES:

The student works under the direction of the host tourism establishment on activities and projects, which serve to benefit both parties mutually.

- Success of placement is dependent on the cooperation and collaboration of the three partners: the students, the college, and the host.
- Placement is to be successfully completed within one year of the course start date.

Full details are listed in the ATBO Diploma Work Placement Guidebook.

## Evaluation and Assessments

### Grade Scheme

COM	NCG
Completed to the minimum defined standard	No credit granted – less than minimum defined standard

**Pass requirements:** None

### Evaluation Notes Comments:

To complete this course the student must:

1. Prepare a resume and find a suitable work placement.
2. Complete all paperwork required to set up the work placement, as outlined in the ATBO Diploma Work Placement Guide book.
3. Complete a minimum of 250 hours of satisfactory practicum work
4. Submit required reports as outlined in the specific placement information package.
5. Refer to ATBO 213 work placement guidebook for defined standards.

**Exam Attendance:**

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

---

**Academic Policies:**

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
  - Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
  - Policy 2.5.8 Academic Performance
  - Policy 2.5.3 Grade Appeal
  - Policy 2.4.9 Student Concerns Re Faculty
- 

**Equivalent Course(s) and Course Code Changes**

Prior Course Code: ATBO 113 >> ATBO 213

Date changed: September 2012

**Course Changes:**

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.