TOUR-231 – Student Work Placement

Business

Effective Term & Year: Fall 2022
Course Outline Review Date: 2023-03-01

Program Area: Tourism, Recreation, & Hospitality

Description:

The work experience provides workplace-based learning opportunities in an industry setting. This allows students to practice the principles and skills learned during classroom study and to develop industry competencies. Experiential learning provides the learner with more direct access to industry employees and managers, building networks and establishing career foundations.

Program Information:

This is a required course in the Tourism Management Program.

Delivery Methods: On-campus (Face-to-Face), Online

Credit Type: College of the Rockies Credits

Credits: 3

Course type/s: Tourism and Recreation Management

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	15
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	140
Co-op/Work Experience	

Other	
Total	155

Course Requisites:

- Earned a minimum grade of C- (55%) in each of the following:
    - TOUR111 – Introduction to Tourism (3)
    - ENGL100 – English Composition (3)

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at other BC institutions, please see http://www.bctransferguide.ca. All requests for course transfer credit from institutions in BC or elsewhere should go to the College of the Rockies Enrollment 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:

No text required

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:

- develop job search skills to identify potential employment opportunities in Tourism;
- explore concepts in human resource management, such as:
  - respecting cultural differences;
  - approaching conflict situations in an appropriate manner;
  - completing an evaluation of your performance;
  - interpreting and applying terms of employer policy and/or collective agreement to work setting;
  - professional ethics; and
- study tourism concepts and skills related to at least one area of management.

Students should become aware of:

- seasonal requirements and issues;
- employment options, potential for advancement, spin-off benefits, contacts and connections; and
- preparation required before entering into a work experience.

Course Topics:

COURSE REQUIREMENTS:

1. Each student is required to complete a work placement at an approved agency or facility directly related to the field of Tourism Management. The student must have the location of the practicum approved by the supervising instructor.

2. An application package, consisting of a cover letter and a current resume, must be developed and presented to the practicum agency when initially meeting with the agency supervisor. The course instructor must approve the package.

3. The instructor has an initial meeting with the student and the agency supervisor to establish objectives for the student prior to beginning.

4. A job description, outlining duties and responsibilities, must be developed in concert with the cooperating agency supervisor prior to any practicum hours being worked. This must be presented to the instructor before the practicum begins.

5. Each student must complete **140 hours** of paid or unpaid service to the agency.

6. Students must attend a 1-hour seminar each week as part of the practicum. Status reports, problem solving and discussion of current issues will be agenda items.

7. The instructor shall be given a schedule of work hours of each practicum and may visit the job placement site at any time during the practicum placement. A detailed logbook outlining specific activities, dates worked, hours worked etc. must be maintained on a daily/weekly basis, and will be submitted to the course supervisor at the conclusion of the practicum.

8. Students must meet individually with the instructor a minimum of once every four weeks. Arrangements must be made with the instructor as to time, date, place, etc.

9. A practicum term paper outlining a brief description of the duties and responsibilities performed, supervision received etc. along with a brief description of skills learned or enhanced must be prepared.

10. The instructor will be available for consultation, preparation and individual counselling during the term. Appointments should be arranged at least 24 hours in advance.

See instructor's Syllabus for the detailed outline of weekly readings, activities and assignments.

Evaluation and Assessments

Assessment Type: On-Campus (face-to-face) and Online, or Hybrid

Assessment Type	% of Total Grade
Complete a minimum of 140 hours of satisfactory work placement work.	COM or NCG

Grade Scheme

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

Pass requirements: A passing average (50% or higher) in both the theory and practical components.

Evaluation Notes Comments:

Mandatory requirement: The student must successfully complete this course to attain their TRMP Program Diploma.

Please see the instructor's Syllabus for specific classroom policies related to this course, such

as breakdown of evaluation, penalties for late assignments, and the use of electronic aids.

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

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.