



Work Experience Practicum – ATBO 213

Adventure Tourism Business Operations Program

Course Outline

COURSE IMPLEMENTATION DATE: September 2000
OUTLINE EFFECTIVE DATE: September 2022
COURSE OUTLINE REVIEW DATE: March 2027

GENERAL COURSE 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: This course is delivered face-to-face.

COTR Credits: 3

Hours for this course: 250 hours

Typical Structure of Instructional Hours:

| Instructional Activity | Duration |
|------------------------------------|----------|
| Lecture Hours | |
| Seminars / Tutorials | |
| Laboratory / Studio Hours | |
| Practicum / Field Experience Hours | 250 |
| Other Contact Hours | |
| Total | 250 |

Practicum Hours (if applicable):

| Type of Practicum | Duration |
|------------------------|----------|
| On-the-job Experience | 250 |
| Formal Work Experience | |
| Other | |
| Total | 250 |

Course Outline Author or Contact:

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Signature**APPROVAL SIGNATURES:**Department Head
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Valid from: September 2022– March 2027

Education Council Approval Date**COURSE PREREQUISITES AND TRANSFER CREDIT:****Prerequisites:** Enrolment in the Adventure Tourism Business Operations Diploma program.**Corequisites:** N/A**Flexible Assessment (FA):**Credit can be awarded for this course through FA Yes No**Transfer Credit:** For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: ATBO 113 ⇔⇔ATBO 213**Date changed:** September 2012**Textbooks and Required 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 <http://go.cotr.bc.ca/tuition/tCalc.asp> 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.
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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.
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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.

COURSE GRADE:

Course grades are assigned as follows:

| | |
|------------|-------------------------------|
| COM | Completed to defined standard |
| NCG | No Credit Granted |

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.
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ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.