

Student Work Placement – TOUR 231 Tourism Management Diploma Program

Course Outline

COURSE IMPLEMENTATION DATE:	January 2000
OUTLINE EFFECTIVE DATE:	September 2018
COURSE OUTLINE REVIEW DATE:	March 2023

GENERAL COURSE 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: This course may be delivered in both face-to-face and online formats.

COTR Credits: 3

Hours for this course: 155 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	15
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	140
Other Contact Hours	
Total	155

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	140
Formal Work Experience	
Other	
Total	140

Course Outline Author or Contact:

Grant Unger, BPAS, MA

Signature

APPROVAL SIGNATURES:

Department Head
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Department Head Signature

Dean Signature

EDCO

Valid from: September 2018 – March 2023

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: ENGL 100 and TOUR 111 with a minimum grade of C- (55%)

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA

Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

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.

Equivalent Course: Students who have received COTR credit for RECR 231 may not receive additional credit for TOUR 231.

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:

No text required

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

- 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.
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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 ASSESSMENT:

Assignments	% Of Total Grade
<ol style="list-style-type: none"> 1. Complete a minimum of 140 hours of satisfactory work placement work. 2. To receive a COM grade in the course, the student must have a passing average in all written assignments, as well as passing the work placement. 	COM or NCG
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 POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

COM	Completed to defined standard
NCG	No Credit Granted

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 will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.