

COURSE OUTLINE		
<b>TERM: Fall 2020</b>	<b>COURSE NO: TOUR 133</b>	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE: Tourism Career Management</b>	
<b>OFFICE:    LOCAL:</b>  <b>E-MAIL:    @capilanou.ca</b>	<b>SECTION NO(S):</b>	<b>CREDITS: 3</b>
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### **COURSE FORMAT**

3-hours of class time, plus and additional 1 hour delivered through online or other activities for a 15-week semester. This course such as networking opportunities, on-campus recruitment, industry focused presentations and individual student meetings.

### **COURSE PREREQUISITES**

12 credits of 100 level or higher coursework including TOUR 111 or TOUR 160 or REC 111

### **CALENDAR DESCRIPTION**

This course will provide career counselling, job search coaching, feedback, tips, tools and techniques for tourism educational and career development through one-on-one meetings, class workshops, industry forums, and networking opportunities. Course work will focus on defining and developing skills necessary for the job search process. The course will provide tools and strategies to prepare students to research, apply for, and secure an appropriate placement. Confidence in interview skills and presentation skills will be strengthened through workshop activities. Students will develop a personal career plan to help in identifying workplace opportunities consistent with defined career and educational goals.

### **NOTE**

TOUR 133 is equivalent to REC 191. Duplicate credit will not be granted for this course and REC 191.

### **REQUIRED TEXT and/or RESOURCES**

Find your First Professional Job (3<sup>rd</sup> or 4<sup>th</sup> Edition, S. Weighart); Student Co-op Handbook (Grey Book) will provided by instructor during the first class.

## COURSE STUDENT LEARNING OUTCOMES

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

1. Define and apply professional competencies throughout the duration of the course
2. Expand current knowledge of British Columbia's tourism industry by profiling occupational opportunities within the eight tourism sectors
3. Define and develop personal skill sets typically required for securing work
4. Produce an effective resume specific to the work placement
5. Develop a digital profile for job search purposes
6. Build skills and strategies for effective interviews and negotiation of employment contracts
7. Assess skills, aptitudes and qualifications for jobs in the tourism industry - articulate career goals
8. Acquire appropriate tools to prepare for long-term career success in the tourism industry including success factors, professional development, lifelong learning etc.
9. Apply effective networking and business etiquette skills

## COURSE CONTENT

WEEKS	TOPICS
1	Cooperative Education Model
2	Self-Assessment: Personal Branding
3	Self-Assessment: Learning Styles & Behavioral Preferences
4	Self-Assessment Job Search Tools: Resume
5	Job Search Tools
6	Digital Presence
7	Interview Skills
8	Industry Day: Professional panel discussion & roundtable event.
9	Interviewing Skills
10	Foundations of Workplace Safety
11	Strategies for Workplace Success
12	Business Etiquette
13	Summer Work Term Overview
14 & 15	Individual Coaching

**EVALUATION PROFILE**

Assessment	% of Final Grade	Individual/Group
Bio	-	I
Personal Branding	20%	I
Self-Assessment: Think Piece	20%	I
Job Tools	10%	I
LinkedIn Profile	10%	I
Career Plan: Occupation Analysis	20%	I
Interview Preparation	10%	I
Participation*	10%	I
Learning Plans (objectives)	-	I

**Total****100%**

\*Participation: To receive the full participation marks (total of 10%) students must attend course activities/guest speakers as noted on the course outline – classes 11 & 12. Criteria for marks: (1) arrive on time and stay throughout the entire activity; (2) dress appropriately; (3) demonstrate professional behavior appropriate to the setting; (4) contribute in the activity taking place. Either full marks (5%) or no marks (0%) will be assigned per noted sessions.

**ASSIGNMENTS:** A detailed assignment packet will be distributed during the first class and posted on Moodle. Marking rubrics will be provided for each assignment, clearly outlining assessment criteria.

There is no final exam for this course. As this course is focused on securing a co-op position as well as building professional behavior, you must complete all assignments to have a mark submitted at the end of the semester. Penalties for late assignments are 10% per day.

**GRADING PROFILE**

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

**Incomplete Grades**

Grades of Incomplete "I" will not be assigned in this course.

**Late Assignments**

Assignments are due at the start of class on the due date unless otherwise advised by the instructor and noted in assignment materials. Late assignments will be marked at 10% less per day.

**Missed Exams/Quizzes/Labs etc.**

There are no exams or quizzes in this course.

**Attendance**

Students are expected to attend all classes and associated activities. 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 note-taking only.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; 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