

EPR 399

Practicum Prep

0 Credits

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EPR 399 Version: 5



Practicum Prep

Calendar Description

EPR399 is a senior level course that prepares students for the work experience Practicum I (EPR400) and Practicum II (EPR410) courses. The Student Practicum Handbook is reviewed in detail and guidance is provided to assist students in conducting an effective job search, in assessing, choosing, competing for, and securing a practicum work placement, and in successfully navigating their way through the demands of the practicum. Emphasis is placed on student success by clearly outlining expectations and deliverables. P/F.

Rationale

This is a required course for students in the Bachelor of Applied Science: Environmental Management degree program. The course prepares students for an important eight month work experience/practicum where students apply their technical knowledge in the workplace, and develop/learn practical work skills which complement their academic training under the supervision of an approved workplace host agency. Students gain awareness of the standards, practices and expectations of industry through a detailed review of the Student Practicum Handbook and performing various tasks and assignments.

Prerequisites

None

Co-Requisites

None

Course Learning Outcomes

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

1. demonstrate full and complete knowledge of the contents of the Student Practicum Handbook including critical timelines and due dates, scrutinize, analyze and assess student and college and host agency responsibilities, reporting requirements, evaluation requirements, types of formal reports and writing conventions, appropriate presentation formats and conduct, and critical forms and appendices.

2. demonstrate independence, self-motivation, business communication skills, and workplace maturity when researching, accessing, scrutinizing, comparing, assessing and planning for potential practicum placements with employers or host agencies.
3. plan and create effective resumes and cover letters for specific practicum opportunities with technically competent communication skills.
4. apply for, analyze, select and compete for practicum positions, with limited support and guidance of the Practicum Coordinator and/or designate.
5. plan, analyze and prepare effectively for interviews, and exhibit professional conduct when negotiating a tripartite practicum agreement.
6. demonstrate effective English writing skills including correct grammar, punctuation, composition and sentence structure when writing resumes, cover letters, and other assignments.
7. use appropriate courtesy, decorum and effective listening skills during a professional technical seminar, effective verbal communication skills when introducing a seminar speaker, integrate hypotheses and combine deductive and inductive logic when participating in a seminar question/answer period.

Essential Employability Skills

Essential employability skills are critical for workplace success and lifelong learning. Lakeland College prepares its graduates for the workplace and lifelong learning by integrating and promoting essential employability skills development in its curricula. Each credit course offered at Lakeland College emphasizes one or more of the following five essential employability skills:

- A. **Communication Skills** that enable individuals to listen, interpret, express, and convey knowledge and ideas so that they are received and understood.
- B. **Teamwork Skills** that enable individuals to respect the thoughts and opinions of others as they work together to plan activities, meet deadlines, complete projects, and contribute to an organization's goals.
- C. **Critical Thinking Skills** that enable individuals to conceptualize and analyze issues from various perspectives while rationally evaluating the strengths and limitations of each perspective and deciding what action to take.
- D. **Adaptability Skills** that enable individuals to respond quickly, willingly, and positively to new conditions and changing times.
- E. **Positive Attitude and Behavioural Skills** that enable individuals to be confident about themselves and to deal with people, problems, and situations with honesty, integrity, and personal ethics.

Resource Materials

Required Text(s):

School of Environmental Sciences. 2019/2020. Student practicum handbook, Bachelor of Applied Science: Environmental Management. Lakeland College, Vermilion.

Reference Text(s):

Various handouts provided by the instructor in electronic or hard copy format.

Conduct of Course

The *Student Practicum Handbook, Bachelor of Applied Science: Environmental Management practicum* is the guiding administrative document for this class. The instructor normally conducts a detailed review of the Handbook in a formal lecture setting with various visual learning aides. This may include guest lecturers and the development of formal tasks and assignments which demand active participation of students to help them gain a sound understanding of the Handbook. Students are required to analyze, integrate and deduce a clear understanding of all aspects of the practicum experience including appropriate job responsibilities, reporting requirements, capstone proposal and report formats, and critical forms and documents in the Appendices of the Handbook.

Evaluation Procedures

Given that students have access to limited guidance and support of the Practicum Coordinator and designate, students are ultimately responsible for their academic performance and are evaluated on a pass/fail basis on the following:

- proactive and timely development of a LinkedIn profile, professional resume and cover letter for use in a competitive job search environment.
- planning and conducting an effective job search for a practicum placement with various host agencies, including completion of all applicable appendices in the *Student Practicum Handbook, Bachelor of Applied Science: Environmental Management*, analyzing, assessing, and successfully competing for a practicum placement in environmental management.
- completion of all tasks and assignments required by the instructor as part of the learning process, including regular and prompt attendance, participatory group tasks including organizational support and seminar speaker introductions during the annual capstone presentations, and independent written or other assignments.
- effective analysis and assessment of various practicum placement opportunities, and subsequent communication and interaction with potential employers in a technically sound and professional manner to secure an appropriate practicum placement in environmental management.

Knowledge/Skills Matrix

Students apply and demonstrate their knowledge and skills to use

A. Communication Skills

A1. by listening, reading, interpreting information, and communicating effectively	
	Evaluation(s)/Goal(s): Written Assignments, Resume and Cover Letter Preparation/Goals 1-7
A2. by using written, spoken, and/or visual formats and media to communicate and meet	
	needs of each particular audience
	Evaluation(s)/Goal(s): Capstone Speaker Introductions, Interview preparation/Goals 1-7
A3. by using libraries, Internet, technical publications, journals and other sources to find	
	pertinent information
	Evaluation(s)/Goal(s): Practicum search process, Capstone Seminar Report Summary/Goals 2, 6, 7

B. Teamwork Skills

B1. by using interpersonal skills to create an atmosphere that maximizes the strengths of group	
	members to accomplish tasks
	Evaluation(s)/Goal(s): Capstone organizational tasking and support, Interview Preparation/Goals
	1, 2, 4, 6, 7
B2. by using interpersonal skills to resolve conflict, relate to others, and assist others	
	Evaluation(s)/Goal(s): Capstone organizational tasking and support, Interview Preparation/Goals
	1, 2, 4, 6, 7
B3. by contributing and listening to others as group determines realistic objectives, prioritizes	
	tasks, and identifies resources and timelines
	Evaluation(s)/Goal(s): Capstone organizational tasking and support, Interview Preparation/Goals
	1, 2, 4, 6, 7
B4. by treating other members of the group open-mindedly and fairly	
	Evaluation(s)/Goal(s): Capstone organizational tasking and support, Interview Preparation/Goals
	1, 2, 4, 6, 7
B5. by developing tactics/strategies to accomplish tasks	
	Evaluation(s)/Goal(s): All course assignments/Goals 1-7

C. Critical Thinking Skills

C1. by seeing critical thinking as a lifelong process of self-assessment	
	Evaluation(s)/Goal(s): All course assignments/Goals 1-7
C2. by examining problems closely	
	Evaluation(s)/Goal(s): All course assignments/Goals 1-7
C3. by examining beliefs, assumptions, and opinions, and weigh them against the facts	
	Evaluation(s)/Goal(s): All course assignments/Goals 1-7

C4. by seeking out the truth
Evaluation(s)/Goal(s): All course assignments/Goals 1-7
C5. by finding solutions; make decisions
Evaluation(s)/Goal(s): All course assignments/Goals 1-7
C6. by incorporating new ideas that may not necessarily agree with previous thought on the topic
Evaluation(s)/Goal(s): All course assignments/Goals 1-7
C7. by seeing connections between topics and use knowledge from other disciplines to enhance reading and learning experiences
Evaluation(s)/Goal(s): All course assignments/Goals 1-7

D. Adaptability Skills

D1. by working independently or as part of team
Evaluation(s)/Goal(s): All course assignments/Goals 1-7
D2. by carrying out multiple tasks or projects
Evaluation(s)/Goal(s): All course assignments/Goals 1-7
D3. by being innovative and resourceful: identify and suggest alternative ways to get the job done
Evaluation(s)/Goal(s): All course assignments/Goals 1-7
D4. by being open and respond constructively to change and uncertainty
Evaluation(s)/Goal(s): All course assignments/Goals 1-7

E. Positive Attitude and Behavioural Skills

E1. by dealing with people, problems, and situations with honesty, integrity, and personal ethics
Evaluation(s)/Goal(s): All course assignments/Goals 1-7
E2. by showing interest, initiative, and effort
Evaluation(s)/Goal(s): All course assignments/Goals 1-7
E3. by affirming the need for positive solutions and encourage positive interaction and feedback
Evaluation(s)/Goal(s): All course assignments/Goals 1-7
E4. by balancing personal and family activities with job-related activities
Evaluation(s)/Goal(s): All course assignments/Goals 1-7

Grade Equivalents and Course Pass Requirements

A pass/fail grade is awarded upon satisfactory completion of all tasks and assignments in the course, including a satisfactory attendance record. Satisfactory work normally results in a student attaining a successful eight month practicum placement. However, this is not an absolute requirement for a passing grade as some students may not secure a suitable practicum placement until after completing this course.

Attendance

Classroom and laboratory attendance is considered vital to the learning process and as significant to the students' evaluation as examinations and reports, therefore absenteeism is recorded.

- a. Students having a combination of excused and/or unexcused absence of 20 percent or higher for the scheduled course hours can be required to withdraw and would then automatically receive a "RW" (required withdrawal) for the course, regardless of any other evaluation results. (RW is a failing grade).
- b. An excused absence is one that is verified with your instructor. Verification should be prior to the absence or the next class day following the absence. Verification of the absence may take the form of a note from your doctor/College nurse regarding illness, or a note from another instructor regarding a field trip or other activity, or authorization by your instructor following an in-person meeting. Be sure to contact your instructor and ask what they will require from you as verification for each absence. An unexcused absence is anything NOT verified by the instructor prior to the absence or the next class day following the absence.

NOTE: Any exceptions to the above attendance policy (e.g. timetable conflicts, work-related issues) must be approved in writing by the Department Chair prior to the beginning of the course.

It is the students' responsibility to know their own absentee record.

Normal hours are 8:30 a.m. to 6:30 p.m., with potential for evening courses, exams or extended field trips. Students are expected to be available for classes during these times.

Course Units/Topics

As part of this course students must:

1. Provide, and maintain at all times, a current active email address to the Practicum Coordinator and the Practicum Coordinator Assistant. This is to insure effective communication with each student regarding practicum placement opportunities and other information which occurs outside of regular classes.

Conduct, analyze and assess the details of a successful practicum placement via a detailed review of the Student Practicum Handbook. Each student is required to complete and return Appendices A, B, C and D to the instructor/practicum coordinator or designate in semester 1; Appendix E or F in semester 2, and Appendix G every 4 months during the practicum placement.

2. Plan, design and generate a professional LinkedIn profile, and effective professional resumes and cover letters on a practicum-specific basis for use in competitive practicum placement competitions or job searches.
3. Send out at least two resumes and appropriate cover letters to suitable potential practicum host agencies, and continue to pursue such opportunities with reasonable effort and discipline.
4. Plan, prepare for and participate in interviews for practicum placements in a professional and appropriate manner, including technically competent written and verbal communication.
5. Demonstrate effective integrative and evaluative knowledge of the purpose and function of the *Student Practicum Handbook* by actively participating in an intensive review of the document and successfully completing related tasks and assignments.



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