

**EPR400**  
**Practicum I**  
**15 Credits**

Instructor: Nicole Nadorozny

Phone: 780 853 8584

Original Developer: Ronald Surry

Current Developer: Nicole Nadorozny

Reviewer: James Woodhouse

Created: 01/10/1996

Revised: 01/06/2020

Approval: 02/06/2020

The Implementation Date for this Outline is 01/09/2020

Copyright©LAKELAND COLLEGE. [admissions@lakelandcollege.ca](mailto:admissions@lakelandcollege.ca)  
2602 - 59 Avenue, Lloydminster, Alberta, Canada S9V 1Z3. Ph: 780 871 5700  
5707 College Drive, Vermilion, Alberta, Canada T9X 1K5. Ph: 780 853 8400  
Toll-free in Canada: 1 800 661 6490



## **EPR400 Version: 8**



### **Practicum I**

#### **Calendar Description**

This first practicum for the Bachelor of Applied Science Degree in Environmental Management program provides a minimum 60 day work experience in which students can implement and develop practical competencies using academic knowledge and skills learned in the classroom or laboratory. P/F.

#### **Rationale**

This is a required course for Bachelor of Applied Science: Environmental Management students. It gives students an opportunity to gain experience by completing a practicum that is relevant to their academic training at an appropriate worksite.

#### **Prerequisites**

ECM300 and EPR399

Completion of all other graduation or course requirements. Anticipated deficiency of up to 3 credits requires Practicum Coordinator and Department Chair approval to participate. An anticipated deficiency of more than 3 credits disqualifies a candidate from participating. Students must have a cumulative GPA of 2.0 or greater in order to qualify for a Practicum/Work Experience course.

#### **Co-Requisites**

None

#### **Course Learning Outcomes**

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

1. deduce and scrutinize workplace skills and strategies to perform effectively and strive for success in an industry, government or other workplace as an entry level employee in a defined area of environmental management.

2. choose and demonstrate self-motivational skills and abilities, and integrate constructive feedback from supervisors and colleagues, and effective verbal and written communication skills.
3. analyze, assess and apply concepts and skills learned in the classroom to workplace situations while effectively performing assigned tasks.
4. utilize effective active listening techniques when assessing and integrating guidance from supervisory personnel, and communicate effectively with professional tact during meetings with supervisors, fellow employees and clients.
5. discriminate and demonstrate professional ethics and appropriate courtesy and decorum in relations with supervisors, peers, clients or customers, including the obligation to abide by the terms and conditions of a tripartite practicum agreement.
6. differentiate, determine, and incorporate effective problem and decision-making techniques when performing assigned tasks including the ability to think critically and determine the nature and scope of a problem, identify potential solutions, and recognize when supervisory or professional support or guidance is required.

## 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.

Please refer to the Knowledge/Skills Matrix of this course outline to review the essential employability skills emphasized in this course.

## Resource Materials

Students should have a current copy of the Student Practicum Handbook during a practicum placement. Each student should also receive or request a copy of the Policy and Procedures manual for the practicum host agency.

Students shall purchase appropriate clothing and footwear required to perform employment functions and meet employer safety regulations. The use of a motorized vehicle may be a mandatory requirement for some practicum placements.

## **Conduct of Course**

Students will participate in the job search process with the limited support of the Practicum Coordinator and/or designate according to a dually signed Statement of Policy regarding searches for Student Practicums which is detailed in Appendix A of the Student Practicum Handbook. Students are also required to complete a Placement Information Form and a Pre-employment Check List (Appendix B and D of the Handbook, respectively) to identify special needs, circumstances, or attributes which may be used by the Practicum Coordinator to help support the student find a suitable job placement. When a suitable work placement has been determined, students will formalize the practicum arrangement by signing a Practicum Agreement (Appendix E or F of the Handbook), obtain a signature from an appropriate host agency representative, then return the Agreement to the Practicum Coordinator for review and signature on behalf of the College. The Practicum Agreement forms a contract between the student, the cooperating employer/agency, and Lakeland College.

Students will work a minimum of 560 paid hours and 60 days. Students who work less than 560 paid hours or 60 days may be given approval to complete at a later date by the Practicum Coordinator with Chair approval. Students may be allowed to clear deficiencies in paid hours and days on a subsequent approved practicum.

The Practicum Coordinator will make every attempt to do at least one site visit during the course of the practicum to interview the student and supervisor and conduct a site tour as required.

**Voluntary Withdrawal:** A student may request to withdraw from a practicum for legitimate reasons such as health problems. Cases are assessed on an individual basis. Students wishing to withdraw from the practicum must submit a completed Course Change Form to the Registrar's Office. Failure to do so will result in an "F" (Fail) grade. Note: This form must be submitted even if a student is advised by the instructor or a counselor to withdraw from the practicum. Students are advised to consult with the Practicum Coordinator prior to quitting a practicum placement as there are significant monetary and grading penalties which apply when students unilaterally break a Practicum Agreement contract (see Practicum Handbook for details).

**Involuntary Withdrawal:** The student may be required to withdraw from the practicum because of disciplinary actions imposed by the College. This may include situations where a student has unilaterally broken a Practicum Agreement contract. A student may be permitted to repeat a practicum once only, and may be denied this allowance upon review of prior student behavior or conduct.

## **Partner Roles**

A successful practicum depends on each partner meeting his/her responsibilities. The following briefly outlines the expectations of the three partners.

The Employer will:

- select the students in a manner agreed with the Practicum Coordinator and adhere to terms and obligations of the Practicum Agreement.
- determine salary offered, employment status, and terms of employment with the student.
- assign a supervisor(s) for the student and with whom the Practicum Coordinator can communicate.
- provide a relevant, challenging, professional work experience related to the student's academic studies.
- determine with the Practicum Coordinator which technical and management skills will be performed by the student and evaluated.
- provide a job description to the student and Practicum Coordinator.
- provide regular feedback to the student and complete a review of the student's performance at the end of the work term.

The Student will:

- participate in the job search process in consultation with the Practicum Coordinator.
- report to the workplace as assigned and adhere to terms and obligations of the Practicum Agreement.
- perform duties at the workplace in a responsible manner.
- submit assignments and reports as prescribed.
- keep the Practicum Coordinator informed of his/her progress in the academic courses and progress while on practicum.

The Practicum Coordinator will:

- liaise with students and employers to promote and maintain partnerships.
- support students in their attempts to obtain placement.
- provide administrative support for the operation of the practicum.
- monitor academic and registration status of students for practicum eligibility.
- assess the suitability of practicum placements and negotiate with potential employers so as to enhance the student work experience.
- approve the practicum site placement through a review of the terms and obligations specified in each Practicum Agreement.
- coordinate a competitive placement process for students applying to the same practicum placement.
- provide career guidance and professional development to help students prepare for and learn from the practicum.
- maintain employer-student relations during the hiring, employment, and job performance evaluation process.

## Evaluation Procedures

This is a pass/fail course. Students are required to submit the following to attain a passing grade:

- A. Monthly Log Book Reports
- B. Site Evaluation Form
- C. Supervisor’s Evaluation Form

The pass/fail grade is not calculated in the GPA.

### 1. Monthly Log Book Reports

Each student must submit a monthly written report which details information about activities, tasks and duties performed and participated in, accomplishments, or any problems encountered at the work site. These reports are normally submitted via email on a monthly basis to the Practicum Coordinator or designate. Each monthly report has a specific required reporting format as designed by the Practicum Coordinator. These reports are graded on a Pass/Fail basis according to the use of correct spelling, grammar, punctuation, composition and sentence structure.

### 2. Site Evaluation Form

Each student is required to complete a Site Evaluation Form (Appendix G of the Student Practicum Handbook) at the end of the four month practicum to describe the strengths and challenges associated with the practicum placement host agency. Students submit this completed form to the Practicum Coordinator within five working days after completion of the practicum.

### 3. Supervisor’s Evaluation Form

Students must have their workplace supervisor complete the Supervisor’s Evaluation Form (Appendix H of the Student Practicum Handbook) to provide an assessment of student job performance during the practicum. It must be returned to the Practicum Coordinator, either by the student or the supervisor, within five working days after completion of the practicum. The information from this evaluation is considered as important supplemental information to other evaluative instruments used in the course when determining a final pass/fail grade.

## Knowledge/Skills Matrix

**Students apply and demonstrate their knowledge and skills to use**

### A. Communication Skills

<b>A1. by listening, reading, interpreting information, and communicating effectively</b>	
	<b>Evaluation(s)/Goal(s):</b> Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6

<b>A2. by using written, spoken, and/or visual formats and media to communicate and meet needs of each particular audience</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>A3. by using libraries, Internet, technical publications, journals and other sources to find pertinent information</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6

**B. Teamwork Skills**

<b>B1. by using interpersonal skills to create an atmosphere that maximizes the strengths of group members to accomplish tasks</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>B2. by using interpersonal skills to resolve conflict, relate to others, and assist others</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>B3. by contributing and listening to others as group determines realistic objectives, prioritizes tasks, and identifies resources and timelines</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>B4. by treating other members of the group open-mindedly and fairly</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>B5. by developing tactics/strategies to accomplish tasks</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6

**C. Critical Thinking Skills**

<b>C1. by seeing critical thinking as a lifelong process of self-assessment</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>C2. by examining problems closely</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>C3. by examining beliefs, assumptions, and opinions, and weigh them against the facts</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>C4. by seeking out the truth</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>C5. by finding solutions; make decisions</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>C6. by incorporating new ideas that may not necessarily agree with previous thought on the topic</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>C7. by seeing connections between topics and use knowledge from other disciplines to enhance reading and learning experiences</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6

**D. Adaptability Skills**

<b>D1. by working independently or as part of team</b>
Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>D2. by carrying out multiple tasks or projects</b>

	<b>Evaluation(s)/Goal(s):</b> Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>D3. by being innovative and resourceful: identify and suggest alternative ways to get the job done</b>	
	<b>Evaluation(s)/Goal(s):</b> Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>D4. by being open and respond constructively to change and uncertainty</b>	
	<b>Evaluation(s)/Goal(s):</b> Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6

**E. Positive Attitude and Behavioural Skills**

<b>E1. by dealing with people, problems, and situations with honesty, integrity, and personal ethics</b>	
	<b>Evaluation(s)/Goal(s):</b> Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>E2. by showing interest, initiative, and effort</b>	
	<b>Evaluation(s)/Goal(s):</b> Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>E3. by affirming the need for positive solutions and encourage positive interaction and feedback</b>	
	<b>Evaluation(s)/Goal(s):</b> Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6
<b>E4. by balancing personal and family activities with job-related activities</b>	
	<b>Evaluation(s)/Goal(s):</b> Monthly log reports, site evaluation, supervisor evaluation/Goals 1-6

**Attendance**

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

- a. Students having a combination of excused and/or unexcused absence of 20 percent or higher for the scheduled course hours will be required to withdraw and will 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. 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

Students work with their immediate supervisor at the workplace to determine a schedule of jobs and tasks to be completed. The practicum host agency shall attempt to provide a diversity of field and/or office work as required to develop applied skills of students in a manner that complements their academic training. The host agency shall supervise and evaluate student performance at the end of each practicum and shall meet Occupational Health and Safety and Workers Compensation regulations and standards. Specific details of student, host agency and college responsibilities and reporting requirements are provided in the Student Practicum Handbook.



Copyright©LAKELAND COLLEGE.  
2602 - 59 Avenue, Lloydminster, Alberta, Canada S9V 1Z3. Ph: 780 871 5700  
5707 College Drive, Vermilion, Alberta, Canada T9X 1K5. Ph: 780 853 8400  
Toll-free in Canada: 1 800 661 6490 E-mail: [admissions@lakelandcollege.ca](mailto:admissions@lakelandcollege.ca)