

EPR410
Practicum II
15 Credits

Instructor: Cassandra Gnyra
Phone: 780 853 8582
Original Developer: Ronald Surry
Current Developer: Cassandra Gnyra
Reviewer: James Woodhouse
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2602 - 59 Avenue, Lloydminster, Alberta, Canada T9V 3N7. Ph: 780 871 5700
5707 College Drive, Vermilion, Alberta, Canada T9X 1K5. Ph: 780 853 8400
Toll-free in Canada: 1 800 661 6490



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Practicum II

Calendar Description

This second practicum for the Bachelor of Applied Science Degree in Environmental Management program provides a minimum 60 day work experience in which the students can implement and develop practical competencies using academic knowledge and skills learned in the classroom or laboratory. A major final written report and technical seminar presentation is required upon completion of the work experience placement. The student is graded on the capstone report and presentation.

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

EPR4 00 and 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 receive 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 using professional tact during meetings with supervisors, fellow employees and clients.
5. discriminate and demonstrate professional ethics and use 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-solving 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.
7. research, analyze, design and construct an effective technical report, scientific review paper, or scientific research paper using correct grammar, punctuation, composition, sentence structure and format, then perform an effective technical seminar presentation on the same topic in a public forum.

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 for reference 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

Prior to entering this course, students will have participated in a job search process with the limited support of the Practicum Coordinator and/or designate according to a dually signed Statement of Policy detailed in Appendix A of the Student Practicum Handbook.

A tripartite Practicum Agreement (Appendix E or F of the Handbook) will also have been established with the approval of the Practicum Coordinator to form a contract between the student, the cooperating employer/agency, and Lakeland College.

Students work a minimum of 560 hours and 60 days. Students who work less than 560 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 hours or days on a subsequent approved work experience.

The Practicum Coordinator makes appropriate site visits 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 results 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 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:

- selects the students in a manner agreed with the Practicum Coordinator and adhere to terms and obligations of the Practicum Agreement.
- determines salary offered, employment status, and terms of employment with the student.
- assigns a supervisor(s) for the student and with whom the Practicum Coordinator can communicate.
- provides a relevant, challenging, professional work experience related to the student's academic studies.
- determines with the Practicum Coordinator which technical and management skills will be performed by the student and evaluated.
- provides a job description to the student and Practicum Coordinator.
- provides regular feedback to the student, including guidance and editorial support for development of the student's written capstone report and technical seminar

presentation, and complete a review of the student's performance at the end of the work term.

The Student:

- participates in the job search process in consultation with the Practicum Coordinator.
- reports to the workplace as assigned and adhere to terms and obligations of the Practicum Agreement.
- performs duties at the workplace in a responsible manner.
- submits assignments and reports as prescribed, including satisfactory completion of a major written capstone report and technical seminar presentation.
- keeps the Practicum Coordinator informed of his/her progress in the academic courses and progress while on practicum.

The Practicum Coordinator:

- liaises with students and employers to promote and maintain partnerships.
- supports students in their attempts to obtain placement.
- provides administrative support for the operation of the practicum.
- monitors academic and registration status of students for practicum eligibility.
- assesses the suitability of practicum placements and negotiate with potential employers so as to enhance the student work experience.
- approves the practicum site placement through a review of the terms and obligations specified in each Practicum Agreement.
- coordinates a competitive placement process for students applying to the same practicum placement.
- provides career guidance and professional development to help students prepare for and learn from the practicum.
- maintains employer-student relations during the hiring, employment, and job performance evaluation process.
- provides senior editorial support and guidance to students during development of a major written capstone report and technical seminar presentation.

Evaluation Procedures

This is a graded course. Students are required to submit/perform the following to attain a letter grade:

1. Monthly Log Book Reports
2. Site Evaluation Form
3. Supervisor's Evaluation Form
4. Major Written Capstone Report
5. Technical Seminar Presentation

The grade is 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 and are graded on a pass/fail basis according to the use of correct spelling, grammar, punctuation, composition and sentence structure.

2. Site Evaluation Form

At the end of the practicum placement, the student is required to complete a Site Evaluation Form (Appendix G of the Student Practicum Handbook) to describe the strengths and challenges associated with the practicum provided by the 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.

4. Major Written Capstone Report

Each student is required to write a major final report which is commonly called the capstone project or report. The paper should focus on an applied solution to a current environmental issue/problem in industry and normally involves a project that the student worked on during their practicum. Students can choose to write the report in the format of a technical report, a scientific review paper, or a scientific research paper. This usually depends on the nature of their project. Students normally formulate an outline of the project early in the practicum, then complete writing the document near the end of the practicum and/or shortly thereafter. Workplace supervisors are strongly encouraged to take an active role in initial guidance of the student in choosing a capstone topic and in editorial revisions of the first draft of the document. The Practicum Coordinator also provides guidance and direction in a senior editorial role leading to the final document. Extensive details regarding report format, writing style, timelines, grading, and submission requirements are provided in the Student Practicum Handbook. Students will have studied that Handbook intensively while in residency at college and should use it as a critical reference when writing the capstone report.

5. Technical Seminar Presentation

Following completion of the practicum, students are normally required to conduct a professional technical seminar presentation on highlights/findings of their major written capstone report/project. These presentations are typically a 20 minute PowerPoint-based technical presentation followed by a 10 minute question/answer period in some type of public forum. Specific details regarding presentation format, timelines, grading and other requirements are provided in the Student Practicum Handbook.

Course evaluation is comprised of two components. Component 1 is a letter grade and is associated with the Capstone project, including the Capstone report and the Capstone presentation. Timelines for deliverables are to be determined in consultation with the Practicum Coordinator. Component 2 includes items to be submitted and evaluated on a PASS/FAIL rating. Requirements for the PASS/FAIL are provided in the table below. The student must obtain a PASS on all items as part of the course requirements.

Practicum II - Practicum and Capstone		
	Consists of:	
1	Major Written Capstone Report	60%
2	Technical Seminar Presentation	40%
	Total	100%

The below items must be completed and submitted as part of Completion requirements for this course.		
3	Monthly Log Book Reports	successfully submit eight monthly logs – must include submissions for all sections within the logs
4	Site Evaluation Forms	submission by student at 4 months and 8 months
5	Supervisor’s Evaluation Forms	submission by work supervisor at 4 months and 8 months and obtain a minimum of ‘2’ average rating
6	Proposal	proposal accepted by PC, committee meeting held

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): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/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): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
A3. by using libraries, Internet, technical publications, journals and other sources to find pertinent information	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7

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): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
B2. by using interpersonal skills to resolve conflict, relate to others, and assist others	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
B3. by contributing and listening to others as group determines realistic objectives, prioritizes tasks, and identifies resources and timelines	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
B4. by treating other members of the group open-mindedly and fairly	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7

B5. by developing tactics/strategies to accomplish tasks	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7

C. Critical Thinking Skills

C1. by seeing critical thinking as a lifelong process of self-assessment	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
C2. by examining problems closely	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
C3. by examining beliefs, assumptions, and opinions, and weigh them against the facts	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
C4. by seeking out the truth	
	Evaluation(s)/Goal(s): monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
C5. by finding solutions; make decisions	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
C6. by incorporating new ideas that may not necessarily agree with previous thought on the topic	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/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): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7

D. Adaptability Skills

D1. by working independently or as part of team	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
D2. by carrying out multiple tasks or projects	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
D3. by being innovative and resourceful: identify and suggest alternative ways to get the job done	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
D4. by being open and respond constructively to change and uncertainty	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/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): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7

E2. by showing interest, initiative, and effort	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
E3. by affirming the need for positive solutions and encourage positive interaction and feedback	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7
E4. by balancing personal and family activities with job-related activities	
	Evaluation(s)/Goal(s): Monthly log reports, site evaluation, supervisor evaluation, capstone report and presentation/Goals 1-7

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Attendance

Host agency (work) 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 of 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

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.



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