

BES410
BAppBus: ES Practicum II
15 Credits

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BES410 Version: 1



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Calendar Description

BES 410 is a 15 credit Course. Credits are earned by working full-time as an employee of an Emergency Services employer for 16 weeks, being paid while performing professional emergency services tasks and satisfying specific competencies and other requirements as identified in the Sections below; specifically Evaluation Procedures per the Course/Unit Calendar, as well as those conditions specified in a Practicum Agreement and the job description of that Practicum.

Rationale

This is a required course for the Bachelor of Applied Business: Emergency Services program. It is a continuation of BES 400 and provides students with a second opportunity to gain work experience in the Emergency Services field and to apply the knowledge learned in their previous academic courses. The practicum placement must be in the Emergency Services industry and be approved by the BES 410 Practicum Coordinator. The practicum placement may be a continuation of the placement for BES400 or it may be with a different employer.

Prerequisites

BES400 and 19 core B.App.Bus:E.S. modules

Co-Requisites

None

Module Learning Outcomes

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

1. maintain full-time employment in the Emergency Services industry.
2. assess self-interest, aptitudes and learning progress related to working in the Emergency Services industry.
3. develop and deliver a presentation on an Emergency Service topic to an audience of co-workers or clients.
4. prepare a comprehensive Emergency Service plan using the project management planning process.

Resource Materials

Reference Text(s):

A "Student Handbook" is provided.

A "Practicum Handbook" is provided.

Access to independently researched articles used for the required courses are provided through on-line database links.

Required Materials:

Students must provide appropriate business attire that meets the employer's specifications.

Conduct of Module

Most students continue at the same workplace where they completed BES400 and do not go through another job search process.

If a different and new practicum placement, compared to the one of BES 400, is required to satisfy the requirements of BES 410, the student is responsible to find such a practicum and must participate in the job search process.

Once a suitable job placement is found, the practicum arrangement is formalized by having the student, Practicum Coordinator, and the work place supervisor sign a "Practicum Agreement". The roles of each partner signing the "Practicum Agreement" are outlined in the Practicum Handbook.

Students are expected to work "full time" hours during the 16-week practicum. If full time work is not available, a minimum of 450 hours, combined with 60 days, must be worked to complete the practicum.

Students must understand that in order to obtain employment (which also includes the practicum) in Emergency Services, a Criminal Records Search and a Credit Check may be done by the hiring company.

Strict confidentiality of workplace and client information must be maintained at all times.

Students are ultimately responsible for finding a suitable Practicum, negotiating the terms and conditions of employment and seeking its approval by the Practicum Coordinator.

The Practicum Coordinator maintains contact with the student during the Practicum by telephone, email and/or site visits.

Evaluation Procedures

The grade for the course is a Pass/Fail.

To obtain a Pass the student must:

1. be employed in the Emergency Services industry.
2. submit a Practicum Journal using the format in the Practicum Handbook.

3. prepare and conduct two video-conference sessions on an Emergency Services topic to a group of students and staff at Lakeland College using the guidelines outlined in the Practicum Handbook.
4. prepare a comprehensive written project plan on an Emergency Services topic using the guidelines detailed in the Student Handbook and Practicum Handbook.
5. obtain an 80% minimum assessment on each of the Competency lists for assignments described in the Practicum Handbook.

A grade of "IN" (Incomplete) is given if any course requirements are not completed by the due date(s). If it is deemed by the Practicum Coordinator or the Dean, International and Distance Delivery that a student is deserving of an opportunity to complete the incomplete program requirements for graduation, a Supplemental Evaluation may be considered; this may include reaching a qualifying grade point average for graduation or clearing a course deficiency.

Withdrawal from Practicum: A student wishing to withdraw from BES 410 Practicum II must submit a completed Course Selection Form to the Registrar's Office on or before the last day of official withdrawal from courses. Failure to do so results in a failing grade. This form must be submitted even if a student is advised by the Practicum Coordinator or a counselor to withdraw from the practicum.

Required to Withdrawal: If the student is required by the employer to withdraw from the practicum, the Practicum Coordinator will investigate and a failing grade of "RW" will result if the student is terminated or volunteers resignation. If the student is required to withdraw or resigns their position, it is the student's responsibility to find another practicum.

If the student is required by the Practicum Coordinator to withdraw from the practicum due to less than "satisfactory" assessments and/or missed assignment due dates a failing grade of "RW" will result. The practicum can only be repeated once.

Grade Equivalents and Course Pass Requirements

Practicum Project	Pass = 80% or greater
Video-Conference sessions	
a.) Facilitator	Pass = 80% or greater
b.) Attendee	
Practicum Competencies	
a) Project assessed competencies	Pass = 80% or greater
b) Video-Conference assessed competencies	Maximum 20% N/A and/or Fail in each of the categories

Practicum Participants must achieve an assessment of 80% or greater in each of the three assessed task categories to successfully pass this practicum.

Participation

Regular participation at the Blackboard site is essential for success in the program. This is statistically supported by a high and significant correlation between participation and grades. As a result, a departmental policy (supported by a College-wide policy) is being formulated to encourage regular participation without penalizing legitimate absences. Our goal is to increase student interest and retention.

Excused Absences

Due to the nature of emergency services, however, the students' duties and/or responsibilities may prevent them from participating at certain times. Students with legitimate reasons for being absent or late must inform the Practicum Coordinator either prior to their absence or immediately upon their return to class. Documentation may be required as proof of a legitimate absence.

Please note that to call the Business Administration office or your Department Chair is not an alternative to contacting the Practicum Coordinator -- you must contact the Practicum Coordinator directly.

It is recognized that absences, whether they be excused or unexcused, seriously hinder the required learning experience in many courses. Accordingly, if the total absence (excused plus unexcused) exceeds 20 % of the required participation, a student may be required to withdraw from the courses and automatically receive a grade of "W" (Withdrawal: No credit earned. Not calculated in GPA.).

This policy is enforced by ALL BAppBus:ES Instructors and Practicum Coordinators at their discretion on a class-by-class basis.

NOTE: Students exceeding the permitted absence after the withdrawal date automatically receive a zero for the course at the discretion of the instructor or Practicum Coordinator.

Some instructors and Practicum Coordinators may also use a participation contract form.

Module Units/Topics

Milestones spreadsheet sections include:

- Preliminaries - approximately 2 weeks duration - reading preparation, practicum site / supervisor / project option selection, document signing.
- Approvals - approximately 2 weeks duration - student web conference scheduling, project and web conference description, competencies development.
- Progress - 16 weeks - daily journaling, monthly progress reporting, web conferencing and assessing, comprehensive project development.
- Final Submissions - approximately 2 weeks duration - ecopy and hardcopy preparation and submission.



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