



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A: Division: **Instructional** Date: **September 2004**
 B: Department/ **Commerce & Business Admin.** New Course x Revision
 Program Area: **Information Technology**
 If Revision, Section(s) Revised:
 Date Last Revised:

C: ITEC 1400 D: Information Technology: Practicum E: 6

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course will provide an opportunity for students to apply, demonstrate and develop knowledge and skills on the job. Over the duration of the paid practicum placement (12-16 weeks), students, with the support of a practicum supervisor, use, enhance and add to their transferable job skills and technical skills. Each student will set learning objectives for the practicum experience and complete a practicum placement project at the end of the practicum.		
G: Allocation of Contact Hours to Types of Instruction/Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Supervised Practicum experience Number of Contact Hours: (per week / semester for each descriptor) 35 hours per week. Number of Weeks per Semester: 12 – 16 weeks	H: Course Prerequisites: ITEC 2300, ITEC 1320, ITEC 2350, ITEC 3360	
	I. Course Co requisites: Nil	
	J. Course for which this Course is a Prerequisite: Nil	
	K. Maximum Class Size: 20	
L:	PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input type="checkbox"/> College Credit Non-Transfer <input checked="" type="checkbox"/> College Credit Transfer: Requested <input checked="" type="checkbox"/> Granted <input type="checkbox"/> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)	

M: Course Objectives/Learning Outcomes

The student will be able to:

1. Use job search skills to obtain a practicum;
2. Set, reevaluate and achieve realistic and measurable learning objectives;
3. Demonstrate a professional and ethical manner in the work place;
4. Use transferable employability skills effectively;
5. Use technology specific skills effectively;
6. Submit a practicum placement project to meet college and employer standards

N: Course Content

- 1.0 Job Search Skills
 - 1.1 write targeted letters of application and resumes to college and industry standards
 - 1.2 research about the potential placement employers
 - 1.3 complete a job interview successfully
- 2.0 Goal Setting
 - 2.1 set practicum placement learning objectives
 - 2.2 re-evaluate as situation requires
 - 2.3 analyse success through self assessment which is communicated to practicum supervisor verbally and in writing.
- 3.0 Employability Skills
 - 3.1 communicate effectively with coworkers, employer clients/customers, supervisors, and Opportunities Enabled Program coordinator
 - 3.2 work effectively as a team member, including resolving conflict
 - 3.3 use critical/creative thinking in decision making and problem solving
 - 3.4 embrace new learning opportunities and challenges
 - 3.5 represent self, the college, and the employer professionally and ethically
 - 3.6 develop personal management skills related to time, organization, and stress
 - 3.7 accept constructive criticism as a vehicle to learning
- 4.0 Program Specific Skills
 - 4.1 apply learned academic knowledge and skills in the work environment
- 5.0 Practicum Placement Project
 - 5.1 choose a topic related to student's specific practicum duties or defined as a need by the employer
 - 5.2 prepare project to industry and college standards
 - 5.3 submit a formal written report, formal presentation, handbook, procedures manual, research paper, and/or users' manual to satisfy needs of employer and/or practicum supervisor

O: Methods of Instruction

Independent learning through a program-related work placement with support given by a practicum supervisor and workplace supervisor.

P: Textbooks and Materials to be Purchased by Students

None.

Q: Means of Assessment

Students will be assigned a grade of MASTERY when all of the following are achieved:

- Job search and interview result in a practicum placement
- Practicum placement learning objectives are defined and fulfilled
- Practicum placement project is completed based on given criteria
- Employer's evaluation is satisfactory based on given criteria
- Practicum supervisor evaluation is satisfactory based on given criteria

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Not applicable.

Course Designer(s): **Barbara Allen**

Education Council/Curriculum Committee Representative

Dean/Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**