



# CURRICULUM GUIDELINES

**A:** Division: **Educational Services**

Date: **January 13, 2000**

**B:** Department/  
Program Area: **Student Services**

New Course

Revision

If Revision, Section(s) Revised:

Date Last Revised:

**C:** **BOCE 131**

**D:** **Basic Occupational Education Program  
Retail and Business Services Practicum**

**E:** **6**

Subject & Course No.	Descriptive Title	Semester Credits												
<p><b>F:</b> Calendar Description: Upon completion of on-campus classroom/lab training, students gain work experience through participation in employer work site placements. Practicum sites are selected to match student training needs and provide further training opportunities to participants in a realistic retail and/or business environment. Companies hosting practica are located throughout the Lower Mainland.</p>														
<p><b>G:</b> Allocation of Contact Hours to Types of Instruction/Learning Settings <b>Practicum: 40 hours</b></p> <p>Primary Methods of Instructional Delivery and/or Learning Settings: <b>Practicum in a community business setting</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor) <b>40 hours/week</b></p> <p>Number of Weeks per Semester:</p>	<p><b>H:</b> Course Prerequisites: <b>Enrollment in Basic Occupational Education Program BOCE 130</b></p>													
	<p><b>I:</b> Course Corequisites: <b>BOCE 130</b></p>													
	<p><b>J:</b> Course for which this Course is a Prerequisite: <b>Nil</b></p>													
	<p><b>K:</b> Maximum Class Size: <b>15</b></p>													
<p><b>L:</b> PLEASE INDICATE:</p> <table style="width: 100%;"> <tr> <td style="width: 50px;"><input type="checkbox"/></td> <td>Non-Credit</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>College Credit Transfer:</td> <td>Requested <input type="checkbox"/></td> <td>Granted <input type="checkbox"/></td> </tr> </table> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>			<input type="checkbox"/>	Non-Credit			<input checked="" type="checkbox"/>	College Credit Non-Transfer			<input type="checkbox"/>	College Credit Transfer:	Requested <input type="checkbox"/>	Granted <input type="checkbox"/>
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**M:** Course Objectives/Learning Outcomes

Upon completion of this course the student will have demonstrated acceptable work habits and attitudes and successfully performed one or more entry level type jobs in either clerical, retail or warehousing environments in the industry.

**N:** Course Content

During practicum participation, the student's learning will be assessed according to requirements that are outlined in the "Practicum Evaluation Form" (see attached).

**O:** Methods of Instruction

1. Training will be in a realistic industry-based setting
2. Students will work required hours, 20 hours per week minimum, to 40 hours per week maximum. Shift will be determined by the site supervisor
3. College staff will provide on-site training and support as necessary
4. Two or more sites for practicum may be offered to a student. A minimum of 2 practica and 4 weeks per site is required. A maximum of 3 sites will be offered.

**P:** Textbooks and Materials to be Purchased by Students

None

**Q:** Means of Assessment

The grading will be MASTERY or EXPERIENCE GAINED or NO CREDIT GRANTED. Regular feedback will be given to the student throughout the course to help guide the student to the successful achievement of course objectives.

Evaluations will be completed at the mid-point and at the end of each practicum by the site supervisor and the college. A final summary report will be presented to the student upon completion of the course.

**EVALUATION REQUIREMENTS**

- |   |     |
|---|-----|
| 1. Employer "Practicum Evaluation Rating" - completion to a "Level 3" standing in 90% of the competencies (see attached). | 50% |
| 2. College "Practicum Evaluation Rating" - completion to a "Level 3" standing in 90% of the competencies (see attached).  | 50% |

\*\*The Mastery of specific skills is defined in the following way:

"The student must perform a skill or demonstrate an ability so that:

1. it has value to the industry
  2. it does not have to be redone, corrected or improved (to a greater extent than the typical entry level employee)
  3. no supervision is required beyond that normally given to other new employees for that particular skills."
- (Accommodations as a result of disability are acceptable.)

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

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Course Designer(s)

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Education Council/Curriculum Committee Representative

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Dean/Director

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Registrar