

Policy and Procedures Manual



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Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Work Experience
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Program:	Tourism Administration

WORK EXPERIENCE PRACTICUM POLICY

POLICY STATEMENT

The Work Experience Practicum component is an important and required part of the Tourism Administration Certificate Program in which the student obtains practical skills relevant to the learning objectives of the program.

PURPOSE STATEMENT

The purpose of this policy is to establish guidelines and definitions, and to provide detail with regard to how the Work Experience Practicum will be carried out between work experience hosts, Valemount College and students. This policy complies with the Private Training Act and specifically with *Section 15(1) and 41(1) of the Private Training Regulation*.

SCOPE AND APPLICATION

This policy applies to the Tourism Administration Certificate Program, a *Class A* Program.

PRINCIPLES

Overview

The Work Experience Practicum component for the Tourism Administration Certificate Program is composed of 12 instructional hours and 64 hours of practicum with the Work Experience Host Organization. The overall program consists of 343 instructional hours and 407 hours including the practicum, with the Work Experience Practicum hours being below the stated 20% maximum limitation on the number of practicum hours as stated in Section 15 (1) of the Private Training Regulation. Students will not receive payment for practicum hours. Students must complete the prerequisites before applying for the Work Experience Practicum components with Work Experience Host Organizations. Students must also pass the Work Experience Host Organization's placement requirements before being accepted with the Organization.

Student Preparation for the Work Experience Practicum

Students will complete the academic prerequisites: T100 Introduction to Tourism; B112 Interpersonal Skills; B110 Business Writing; B113 Public Speaking; and B109 Excel Spreadsheets; and then complete three, 3-hour blocks* of classroom instruction at approximately the 8-week point of the 16-week program. Prior to the Work Experience Practicum, students will outline their learning goals, and will work with the Work Experience Host Organization and the College Instructor to develop a Work Experience Contract.

The aforementioned blocks* of classroom instruction will include:

- Introduction
- Learning Goals
- Resumes and Job Applications
- Job Search Techniques

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- Employment Interviews
 - Employer/Employee Expectations

After students have completed the instructional hours, students will submit resumes to apply for and obtain Work Experience Practicum positions acceptable to the program, to be completed during the 14-16 week periods of the program.

Students will be expected to approach potential Work Experience Host Organizations independently in order to secure a placement of interest. This will give the students experience in job search and interview skills. Should students be unable to secure their own Work Experience Practicum, Valemout College will facilitate the process by arranging a placement with a Work Experience Host Organization who has already indicated that they are interested in participating. As a certified institution and before contracts are signed, Valemout College will ensure the work experience component:

- a) is under the supervision of a person who is employed or retained by the Work Experience Host Organization and who is qualified in a career occupation that is relevant to the program of instruction in which the student is enrolled,
- b) includes work experience activities that are directly related to the learning objectives of the program of instruction in which the student is enrolled or meets the requirements of a regulator,
- c) consists of no more than the maximum practicum requirement of 20% of the total number of hours of the instructional program component (343 hours) referred to in Section 15 (1) of the Private Training Regulation, for the applicable “practicum” type of work experience component.
- d) includes at least one written evaluation of the student, and
- e) is provided before the end date of the program of instruction.

Valemout College, the student and the Work Experience Host Organization will enter into a written agreement detailing each party’s responsibilities and the activities the student will undertake during the work experience to establish desirable outcomes and to meet the requirements of the program. A copy of the agreement will be provided to the student, Work Experience Host Organization and Valemout College before the start date of the work experience. To ensure that the agreement is fair and reasonable, Valemout College will ensure that the agreement conforms with the requirements of Part 4, Division 7, Section 41 - *Work experience component compliance standards* of the Private Training Regulation, and will include, but will not be limited to the following points listed below:

- a) the responsibilities of the Work Experience Host Organization;
- b) the responsibilities of the Institution;
- c) the responsibilities of the Student;
- d) the activities that the student will undertake during the Work Experience component.

During the Work Experience Practicum:

Students are expected to:

- a) Perform the duties assigned and listed on the job advertisement by the Work Experience Host Organization.
- b) Work within the Work Experience Host Organization’s expectations for hours, days of work, dress code and other expectations.
- c) Ask for feedback for continued learning to ensure they are learning all they can during their Work Experience Practicum.
- d) Arrange for a meeting between the Work Experience Host Organization and Instructor at a time convenient to both.

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- e) Participate in all assigned and relevant tasks outline by the Work Experience Host Organization as provided in the job advertisement.
 - f) Demonstrate the ability to establish effective working relationships with coworkers, supervisors and customers.
 - g) Assume responsibility for contacting their Instructor if issues or concerns arise.
 - h) Keep a journal that will allow the student to submit a self-evaluation at the completion of the Work Experience as defined in the Course Outline.

Evaluation and Monitoring of the Work Experience Practicum

During the Work Experience Practicum, students will practice the principles and skills learned during classroom study while being evaluated and monitored by their instructors and work experience hosts.

- a) Students will analyze their work experience to define and measure their learning on the job. Specifically, they will be able to:
 - self-evaluate their performance to identify their strengths and weaknesses
 - practice specific skills as discussed by the work experience host and the College instructor and outlined in the Work Experience Contract
 - demonstrate professional values and ethics
 - demonstrate the ability to organize and manage tasks effectively
 - utilize supervision as a tool for development
- b) Valemount College Instructor and Work Experience Host Organization will evaluate as follows:
 - student will be provided with at least one written evaluation by the Valemount College Instructor
 - student will be provided with at least one written evaluation by the Work Experience Host Organization
 - both the Valemount College Instructor and the Work Experience Host Organization will monitor the student during the work experience by reviewing and recording work experience hours on a weekly basis to ensure the student is meeting the learning objectives and Work Experience Practicum requirements of the Tourism Administration Certificate Program.
 - the instructor and host will communicate with each other, if necessary, to discuss the student's progress.
- c) After completion of the practicum with the Work Experience Host Organization and all recorded information has been received, the Valemount College Instructor and Student will review the information during the last 3-hour block of instructional hours in week 16 of the program.

REFERENCES

Valemount College Tourism Administration Program Curriculum

Links to Related Policies, Documents and Websites:

PRIVATE TRAINING ACT: <http://www.bclaws.ca/civix/document/id/lc/statreg/15005>

PRIVATE TRAINING REGULATION:

http://www.bclaws.ca/civix/document/id/lc/statreg/153_2016