

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: HLTH NC11		Number of Credits: 0 Course credit policy (105)															
Course Full Title: Practicum Orientation Course Short Title: <i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>																	
Faculty: Faculty of Access and Continuing Education		Department (or program if no department): Continuing Education															
Calendar Description: Introduces students to hospital scheduling, staffing procedures, and technology/software used by hospitals. Students will examine and practice workplace professionalism protocols and techniques, complete a job search, prepare employment documents, and participate in interview activities.																	
Prerequisites (or NONE):		None.															
Corequisites (if applicable, or NONE):		None.															
Pre/corequisites (if applicable, or NONE):		A- or better in HLTH NC12.															
Antirequisite Courses <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Dual-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Special Topics <i>(Double-click on boxes to select.)</i> This course is offered with different topics: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>															
		Independent Study If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit															
		Transfer Credit Transfer credit already exists: <i>(See bctransferguide.ca.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Submit outline for (re)articulation: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>															
Typical Structure of Instructional Hours <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>10</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td>9</td> </tr> <tr> <td>Supervised online activities</td> <td>6</td> </tr> <tr> <td>Other contact hours: Student directed learning</td> <td></td> </tr> <tr> <td>Total hours</td> <td>25</td> </tr> </table>		Lecture/seminar hours	10	Tutorials/workshops		Supervised laboratory hours		Experiential (field experience, practicum, internship, etc.)	9	Supervised online activities	6	Other contact hours: Student directed learning		Total hours	25	Grading System <input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit	
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		Maximum enrolment (for information only): 24 Expected Frequency of Course Offerings: Once or twice per year <i>(Every semester, Fall only, annually, etc.)</i>															
Department / Program Head or Director: Liana Thompson		Date approved: January 4, 2019															
Faculty Council approval		Date approved: January 11, 2019															
Dean/Associate VP: Sue Brigden		Date approved: January 11, 2019															
Campus-Wide Consultation (CWC)		Date of posting: April 19, 2019															
Undergraduate Education Committee (UEC) approval		Date of meeting: April 26, 2019															

Learning Outcomes:

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

- Operate hospital technologies and software
- Describe the student unit clerk's role during the practicum experience and describe professionalism protocols during practicum placement
- Complete a job search
- Prepare employment documents – cover letter, resume, and reference sheet
- Participate in interview activities specific to the field
- Demonstrate professionalism in the classroom environment through attendance, communication, interpersonal relationships, collaboration, and teamwork

Prior Learning Assessment and Recognition (PLAR)

☒ Yes ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Combination of lectures, discussions, field experience, and self-directed and reflective learning.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.	Nursing Unit Clerk Course Pack	<input type="checkbox"/>		
2.		<input type="checkbox"/>		
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)***Typical Evaluation Methods and Weighting**

Final exam:	%	Assignments:	30%	Field experience:	%	Reflective Entries:	30%
Midterm exam:	%	Project:	%	Practicum:	%	Professionalism	10%
Computer Projects:	30%	:	%		%	Total:	100%

Details (if necessary):**Typical Course Content and Topics**

- Introduction to hospital technology and software
- Professionalism in the workplace, including decorum, and practicum attendance requirements
- Identify any cultural specific practices as they pertain to Indigenous or other cultures
- Strategies for obtaining employment as a Nursing Unit Clerk, including expectancy of shift work and on-call protocols
- Labour market information
- Job search
- Cover letters, resumes, reference sheet
- Interview activities