



ORIGINAL COURSE IMPLEMENTATION DATE: September 2026
 REVISED COURSE IMPLEMENTATION DATE:
 COURSE TO BE REVIEWED (six years after UEC approval): February 2032
 Course outline form version: 29/08/2024

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

Course Code and Number: LAA 07	Number of Credits: 0 Course credit policy (105)										
Course Full Title: Practicum Preparation and Career Planning Course Short Title: Practicum Prep/Career Planning											
Faculty: Faculty of Education, Community, & Human Dev.	Department/School: School of Continuing Education										
Calendar Description: Prepares students for successful participation in a legal administrative assistant practicum within British Columbia. Through interactive workshops, simulations, and guided discussions, students develop foundational knowledge and professional skills that are essential for a legal office work environment. Students complete a job search, prepare employment documents, and participate in interview activities.											
Prerequisites (or NONE):	Admission to the Legal Administrative Assistant certificate and A- or better in LAA 01.										
Corequisites (if applicable, or NONE):	NONE										
Pre/corequisites (if applicable, or NONE):	NONE										
Antirequisite Courses (<i>Cannot be taken for additional credit.</i>) Former course code/number: Cross-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>	Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Twice per year Maximum enrolment (for information only): 24										
Typical Structure of Instructional Hours <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%;">Lecture/seminar</td> <td style="width: 20%; text-align: center;">15</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">10</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Total hours</td> <td style="text-align: center;">25</td> </tr> </table>	Lecture/seminar	15	Tutorials/workshops	10					Total hours	25	Prior Learning Assessment and Recognition (PLAR) PLAR cannot be awarded for this course because: This is a course in a non-credit certificate program that relies on in-class experience and training.
Lecture/seminar	15										
Tutorials/workshops	10										
Total hours	25										
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: No	Transfer Credit (See bctransferguide.ca) Transfer credit already exists: No Submit outline for (re)articulation: No <i>(If yes, fill in transfer credit form.)</i>										
Department approval	Date of meeting: October 30, 2025										
Faculty Council approval	Date of meeting: December 12, 2025										
Undergraduate Education Committee (UEC) approval	Date of meeting: February 27, 2026										

Learning Outcomes

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

1. Explain the student legal administrative assistant role and responsibilities during the practicum placement.
2. Assess personal readiness for practicum participation, reflecting on professional behaviour, workplace expectations and the importance of cultural humility and reconciliation efforts.
3. Develop a personal plan that includes strategies for effective communication, time management, and respectful engagement with clients, colleagues, and other communities such as Indigenous peoples.
4. Develop a portfolio that includes job search, cover letter, resume, references, and interview preparation.
5. Demonstrate professionalism, teamwork, communication, and cultural awareness in orientation activities.

Recommended Evaluation Methods and Weighting (*Evaluation should align to learning outcomes.*)

Assignments:	30%	Portfolio:	30%	%
Project:	30%	Holistic assessment:	10%	%

Details:

Holistic assessment: client-centered professionalism; instructor observation and self-evaluation/self-reflection.

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

Typical Instructional Methods (*Guest lecturers, presentations, online instruction, field trips, etc.*)

Lectures, online instruction, presentation, research, small group work, community elders/guest speakers

Texts and Resource Materials (*Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form.](#)*)

Type	Author or description	Title and publication/access details	Year
1. Online resource	WorkBC	Plan a Career and Prepare for a Job	Current
2. Online resource	UFV Centre for Experiential Career Education	Career Services Online Resources	Current
3.			
4.			
5.			

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

Computer with reliable internet access – preferably with a microphone and camera option. See the technical [requirements webpage](#).

Course Content and Topics

Students will develop, practice, and demonstrate:

- Introduction to legal office technology and software
- Professionalism in the workplace, including decorum, and practicum attendance requirements
- Identify any culturally specific practices as they pertain to Indigenous peoples or other cultures
- Strategies for obtaining employment as a Legal Administrative Assistant, including standard working hours
- Job Market information – National Occupational Classification
- Cover letters, resumes and reference checks
- Interview activities
- Office software simulations