



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 08		Number of Credits: 0 Course credit policy (105)													
Course Full Title: Practicum															
Course Short Title: Practicum															
Faculty: Faculty of Education, Community, & Human Dev.		Department/School: School of Continuing Education													
Calendar Description: Focuses on applying and integrating legal administrative assistant skills during a 70-hours practicum experience within a legal office, government agency, or other organization. Students gain practical insights into workplace operations. Emphasis is placed on practicing cultural humility and demonstrating professional and respectful awareness of the impacts of settler-colonialism within legal and administrative contexts.															
Prerequisites (or NONE):		LAA 01, LAA 02, LAA 03, LAA 04, LAA 05, LAA 06, LAA 07, and department permission.													
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: Credit/No Credit Delivery Mode: Face-to-face only Expected frequency: Twice per year Maximum enrolment (for information only): 24													
Typical Structure of Instructional Hours <table border="1" style="width: 100%;"> <tr> <td>Practicum</td> <td style="text-align: right;">70</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Total hours</td> <td style="text-align: right;">70</td> </tr> </table>		Practicum	70									Total hours	70	Prior Learning Assessment and Recognition (PLAR) PLAR cannot be awarded for this course because: This is a course in a non-credit certificate that relies on practicum experience and training.	
Practicum	70														
Total hours	70														
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: No		Transfer Credit <i>(See bctransferguide.ca.)</i> 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. Demonstrate client-centered professional behaviour when engaging with practicum supervisors, colleagues, and clients.
2. Incorporate the principles of equity, inclusion, cultural competency, and decolonization while completing tasks and engaging with team members and clients.
3. Prepare legal documents using accurate legal terminology and complete general administrative tasks under supervision.
4. Use technology and office systems relevant to legal practice.
5. Follow professional standards to maintain strict confidentiality in all aspects of legal practice.

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

Practicum:	100%	%	%
	%	%	%

Details:

- Practicum host completes a student evaluation
- Student completes work experience journals 6 times (3 per week) and a final self-reflective evaluation
- UFV practicum supervisor completes a final assessment based on these documents and communications with both parties

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.*)

- Field Placement in an office setting
- Field Supervision
- Follow up discussion and sharing

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	UFV	Practicum Expectations Guide for Students	Current
2.			
3.			
4.			
5.			

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

Professional work attire

Course Content and Topics

- Practicum orientation and expectations
- Office procedures for document preparation and file management
- Workplace technology, systems and equipment
- Self-reflection and practicum evaluation