

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

<b>Course Code and Number:</b> MLA 08		<b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>													
<b>Course Full Title:</b> Practicum Orientation <b>Course Short Title:</b> Practicum Orientation															
<b>Faculty:</b> Faculty of Education, Community, & Human Dev.		<b>Department (or program if no department):</b> Continuing Education													
<b>Calendar Description:</b> 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.															
<b>Prerequisites (or NONE):</b>		MLA 01.													
<b>Corequisites (if applicable, or NONE):</b>		NONE													
<b>Pre/corequisites (if applicable, or NONE):</b>		NONE													
<b>Antirequisite Courses</b> ( <i>Cannot be taken for additional credit.</i> ) Former course code/number: <b>N/A</b> Cross-listed with: <b>N/A</b> Equivalent course(s): <b>N/A</b> <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>		<b>Course Details</b> Special Topics course: <b>No</b> <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: <b>No</b> <i>(See <a href="#">policy 207</a> for more information.)</i> Grading System: <b>Letter grades</b> Delivery Mode: <b>May be offered in multiple delivery modes</b> Expected frequency: <b>Annually</b> Maximum enrolment (for information only): <b>24</b>													
<b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar</td> <td>10</td> </tr> <tr> <td>Experiential (cultural/elder learning or participation)</td> <td>10</td> </tr> <tr> <td>Tutorials/workshops</td> <td>10</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>30</b></td> </tr> </table>		Lecture/seminar	10	Experiential (cultural/elder learning or participation)	10	Tutorials/workshops	10					<b>Total hours</b>	<b>30</b>	<b>Prior Learning Assessment and Recognition (PLAR)</b> 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.	
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<b>Scheduled Laboratory Hours</b> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>Transfer Credit</b> (See <a href="#">bctransferguide.ca</a> ) Transfer credit already exists: <b>No</b> Submit outline for (re)articulation: <b>No</b> <i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>													
<b>Department approval</b>		<b>Date of meeting:</b>													
<b>Faculty Council approval</b>		<b>Date of meeting:</b> February 21, 2025													
<b>Undergraduate Education Committee (UEC) approval</b>		<b>Date of meeting:</b> April 25, 2025													

**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

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

1. Operate hospital technologies and software using Meditech TEST system at a Fraser Health hospital site.
2. Describe the student MLA's role and the professionalism protocols required during the practicum placement.
3. Complete a job search.
4. Prepare employment documents – cover letter, resume, and reference sheet.
5. Participate in interview activities specific to the field.
6. Demonstrate professionalism in the classroom environment through attendance, communication, interpersonal relationships, collaboration, and teamwork.

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

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

**Details:**

A passing grade of 80% must be obtained prior to advancing to the next course.

**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, presentations, research, small group work.

**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	various	various	various
2.			2023
3.			
4.			
5.			

**Required Additional Supplies and Materials:**

None.

**Course Content and Topics**

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