

**COURSE NAME:** HRE116 Practicum- Industry

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Credit Value: 1  
 Total Course Hours: 42  
 Prerequisite Course(s): None  
 Corequisite Course(s): HRE115: Mentorship II

## COURSE DESCRIPTION

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This placement, which is completed with a smaller organization/entrepreneur, will enable students to apply theoretical knowledge gained in class to the workplace. Students will prepare a written report that documents their practicum experience as it relates to their course learnings.

## PLAR INFORMATION

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This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

## COURSE LEARNING OUTCOMES

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Upon completion of this course, the student will have reliably demonstrated the ability to:

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| <p><b>1.0 Plan a practicum experience with a relevant business.</b></p> <p>1.1 Research potential practicum opportunities that would benefit your business goals.</p> <p>1.2 Schedule an interview with business owners or representatives to discuss practicum opportunities.</p> <p>1.3 Prepare personally for the interview and the practicum.</p> <p>1.4 Attend the interview and follow up as required.</p> <p>1.5 Develop a practicum plan based on the practicum that was secured.</p> <p><b>2.0 Participate in the decision-making process pertaining to common business functions.</b></p> <p>2.1 Identify business situations related to human resources, accounting and taxation, product, pricing, advertising and promotion, supply chain management, networking, product distribution and/or online strategy where additional input would be helpful.</p> <p>2.2 Research business situations thoroughly using primary or secondary research methods as appropriate.</p> <p>2.3 Critically evaluate the quality of information and resources.</p> <p>2.4 Demonstrate strong higher order thinking</p> | <p>skills such as analysis, synthesis, and evaluation.</p> <p>2.5 Recommend the course of action based on thorough analysis.</p> <p><b>3.0 Demonstrate portable skills in the workplace.</b></p> <p>3.1 Demonstrate strong oral, written, and digital literacy skills.</p> <p>3.2 Demonstrate that you are well organized and dependable.</p> <p>3.3 Exhibit a high degree of self-efficacy and ability to prioritize tasks.</p> <p>3.4 Manage your time efficiently and effectively.</p> <p>3.5 Participate collaboratively and responsibly as part of a team.</p> <p>3.6 Summarize your contribution to the team's ability to achieve outcomes.</p> <p>3.7 Demonstrate tact and diplomacy in culturally and politically sensitive situations.</p> <p>3.8 Solve problems using a combination of creative and analytical skills.</p> <p><b>4.0 Transfer knowledge acquired during a practicum experience.</b></p> <p>4.1 Record typical daily, weekly, and monthly activities that are involved in running a small business.</p> <p>4.2 Record your participation in running a small</p> |
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business.

4.3 Summarize business practices from your industry practicum that would be most beneficial to your own small business.

4.4 Identify areas for personal improvement and source professional development opportunities to address these areas.

## GENERAL EDUCATION

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This is not a General Education course.

## PROGRAM OUTCOMES

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This course contributes to the following Ministry of Colleges and Universities approved program learning outcomes (PLO):

### Entrepreneurship Management

1. Develop, present, and analyze a comprehensive business plan adapted to the enterprise that adheres to professional standards and practices.
2. Assess and use current concepts/systems and technologies to support business initiatives.
3. Develop strategies for implementing effective marketing plans that reflect an analysis of relevant resources and practices of an enterprise.
4. Use accounting and financial principles to support the management and operations of an enterprise.
5. Select sales and customer service strategies and apply them to the needs of an enterprise.
6. Apply a range of human resource practices that support and promote small business objectives and goals and optimize all functional areas of a small business operation.
7. Implement principles of supply chain management and operations management and analyze their impact on the operations of a small business.
8. Conduct small business activities and transactions in compliance with pertinent legislation, policies, health and safety and other regulations, professional and business standards, as well as tax, insurance and other fiscal requirements.
9. Promote principles of sustainability and corporate social responsibility that apply to small business initiatives.
10. Prepare and follow a plan for ongoing personal and professional development to establish and maintain entrepreneurial networking and business relationships and opportunities.
11. Plan, implement, and evaluate projects by applying project management principles to support the operation and management of a small business.
12. Use market research to optimize the operation of a small business.
13. Select and implement risk management strategies to support all aspects of the operation of a small business.

## ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

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This course contributes to the following Ministry of Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the

purpose and meets the needs of the audience.

2. Respond to written, spoken, or visual messages in a manner that ensures effective communication
3. Execute mathematical operations accurately
4. Apply a systematic approach to solve problems
5. Use a variety of thinking skills to anticipate and solve problems
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyse, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

## EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

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### COURSE EVALUATION

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- 20%Practicum Plan
- 20%Reflective Journal
- 20%Client Research Report
- 10%Self-Assessment
- 30%Employer Assessment

### PROGRAM SPECIFIC GRADING

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As Per College Grading System

#### GRADING SYSTEM

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A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F- Repeat Course, included in GPA
								FS- Failure Supplemental
								FR- Repeat course, excluded from GPA

\*For a complete chart of grades and descriptions, please see the Grading Policy.

### LEARNING RESOURCES

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Other Resources:  
None

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

## LEARNING ACTIVITIES

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Community-Based Learning

## DELIVERY MODE

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This course may be delivered, in whole or in part, in a number of modalities, including in class, online, hybrid, in a synchronous or asynchronous manner or a combination thereof, as per accreditation and/or regulatory standards where appropriate.

## EXPERIENTIAL LEARNING

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All full-time programs of study at Canadore College strive to provide students with the opportunity for experiential learning. This course provides students with an experiential learning opportunity through:

Work/Field Placement (EL)

## ACADEMIC POLICIES

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Canadore College is committed to the highest standards of academic integrity, and expects students to adhere to these standards as part of the learning process in all environments. The College's Academic Integrity policy seeks to ensure that all students understand their rights and responsibilities in upholding academic integrity and that students receive an accurate and fair assessment of their work. Please review the Academic Integrity policy (A-18) and other academic policies found on our website:

<https://www.canadorecollege.ca/about/policies>.

## COLLEGE POLICIES

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- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

## STUDENT SUCCESS SERVICES - Your Success Matters!

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Student Success Services provides student-focused services to facilitate students' success in their studies. Staff provide support by reducing and/or removing educational-related barriers through individualized

accommodations and supports to students with disabilities.

Please visit our webpage to learn more: <https://www.canadorecollege.ca/support/student-success-services> or look for our events on social media.

To connect with Student Success Services email [studentsuccessnow@canadorecollege.ca](mailto:studentsuccessnow@canadorecollege.ca) or call 705.474.7600 ext 5205.

### FIRST PEOPLES' CENTRE:

A culturally safe environment offering CONFIDENTIAL student focused services, drop in or make an appointment to access:

- One on one counselling
- Elder in residence program
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Learning Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

<https://www.canadorecollege.ca/experience/indigenous-student-experience>

### WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

### HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.