

TOURISM & OUTDOOR RECREATION CO-OP & PRACTICUM STUDENTS

ABOUT WORK-INTEGRATED LEARNING

At the core of all CapU **tourism and outdoor recreation programs** is a supervised work experience, integral to building on classroom learning. Work-integrated learning (WIL) is an educational model that supports learning by doing, helping students to develop strengths and skills while exploring their career path. WIL programs also support employers by filling employment gaps during the busy tourism season. WIL employers become co-educators, providing guidance and mentorship throughout the work term.

From guest relations, human resources management, accounting, sales, communications and marketing to cross cultural tourism and multi-lingual backgrounds; our students are ready to contribute positively to your company or organization.



HOW IT WORKS

Students and employers are connected with a WIL practitioner who provides ongoing support for both parties. A work term contract captures student, employer, and faculty responsibilities. Faculty assist students in developing learning goals specific to their job and conduct a check-in mid-way through the work term. Employers provide constructive feedback throughout the student experience. Students may continue working for their employers throughout the school year or beyond graduation.



HOW TO GET INVOLVED

Employers upload job postings to a customized portal targeting the current group of co-op/practicum students. Students apply for positions of interest. Employers contact students they wish to interview, and a regular job hiring process takes place. If interview/s are successful, students accept an offer from the employer. A short contract summarizes the commitment. An employer handbook provides more details about the program, and tips for a successful work term experience.

As a co-op/practicum employer, you will be assisting our young professionals to jump-start their careers and gain exposure and experience in tourism and outdoor recreation.



OUR PROGRAMS



TOURISM MANAGEMENT CO-OP EDUCATION DIPLOMA

Tourism Management students begin with a 2-year diploma which ladders into the only Bachelor of Tourism Management degree program in the Vancouver region. A mix of business and industry specific courses allow students to explore all sectors of tourism. Degree concentrations range from adventure tourism to hotel management.

- Summer co-op term (May - August)
- 280 paid work hours - minimum
- *Minimum* work hours have been reduced for Summer 2021 due to COVID-19. Students may work more than 280 hours.

capilano.ca/tourismdiploma

capilano.ca/tourismdegree

OUTDOOR RECREATION MANAGEMENT DIPLOMA

Outdoor Recreation Management diploma students hone outdoor, leadership and tourism management skills during this 2-year diploma program which ladders into the Bachelor of Tourism Management. These students bring passion and commitment to work in adventure tourism, community and outdoor recreation, parks and conservation or experiential and outdoor education.

- Summer co-op term (May - August)
- 280 paid work hours - minimum
- *Minimum* work hours have been reduced for Summer 2021 due to COVID-19. Students may work more than 280 hours.

capilano.ca/outdoor





DIPLOMA IN TOURISM MANAGEMENT INTERNATIONAL

International students in this 2-year diploma program bring a global perspective while focusing on all sectors of the tourism industry. This program provides a Canadian perspective as students build skills and knowledge necessary for success in the Canadian business world. The diploma ladders into the third year of the Bachelor of Tourism Management.

- Summer practicum (May - August)
- 280 hours paid or unpaid work
- *There is no active work term for Tourism Management International for Summer 2021.*

capilanou.ca/tmi

POST BACCALAUREATE DIPLOMA IN GLOBAL HOSPITALITY AND TOURISM MANAGEMENT

Designed for **international students** who already hold a bachelor's degree, this 16-month diploma program delivers theoretical and practical knowledge about the Canadian and global hospitality industries through a leadership-based approach to learning.

- Summer practicum (May – August)
- 280 paid or unpaid hours

capilanou.ca/globaltourism



CREATE AN ACCOUNT – POST A JOB

TARGET OUR CO-OP & PRACTICUM STUDENTS



FIRST TIME USER – REGISTRATION INFO

1. If you are a first-time user and do not have an account, please register: <https://experience.capilanou.ca/home/landing.htm>.
2. Choose '**Employer**' in the top right corner, then '**Register**' and **complete the requested information**. Once submitted, your account will be reviewed by a Team WIL member. Within 2 business days you will be able to post co-op and practicum opportunities by following the steps below.

ALREADY HAVE AN ACCOUNT WITH US?

Log in using your Email as your Login ID:

<https://experience.capilanou.ca/home/employerpage/employerLogin.htm>

1. On the left-side navigation bar, navigate to '**Tourism Co-op & Practicum**' then to '**Job Postings**'
2. Click on '**Post a Job**'
3. If you have posted with the CapU Career Hub previously, and there is an old job posting you wish to reuse, select from '**My Previous Postings**'. Otherwise, click '**Post a New Job**'
4. Confirm or edit the '**Company Info**' contact information as needed
5. Fill in the desired job details under '**Job Posting Information**'.
Make sure to read and accept the Disclaimer.



6. Under **'Application Delivery'**, input the URL of your company website if it hosts the job posting. If possible, provide the full link that points to the specific job posting.
7. Fill in the fields under **'Application Information'**. Here is where you can choose how you wish to receive postings. There are three options:

OPTION A:
Receive postings as they
come in

OPTION B:
Bundled and sent at your
application deadline *

OPTION C:
**Receive direct applications
to your website**
(Make sure to input the link
to your site where students
can apply directly)

**FOR OPTION B:*

- *Applications can be bundled and sent to you in bulk after the application deadline.*
- *If bundling, please be aware there will be a 2-day delay, so please state the application deadline 2 days prior to the date you wish to receive the bulk applications.*

8. To target students from specific programs, indicate this by checking the relevant **'Targeted Programs'** (multiple selections permitted) under **'Job Posting Information'**.
 - *Example. You may choose Co-op only or you can choose Post Bacc for unpaid practicums. Or, you can choose all!*
9. Click **'Preview Posting'** to view the final version of your job posting.
10. If ready, click **'Submit Posting for Approval'**
11. Please wait for approval from CapU's Team WIL support (within 72hrs).

THIS & THAT

NEED HELP? If you have any questions or need support please email tourismwil@capilanou.ca

FUNDING: Your company/organization may be eligible for funding that supports student work placements and more. Learn more through the Association for Co-operative Education and Work-Integrated Learning provincial website: [ACE-WIL Funding Information](#)

COVID-19: To safeguard our co-op and practicum students, employers must provide Capilano University with confirmation that health and safety precautions are in place by providing a copy of (or) link to your:

- 1) WSBC COVID-19 Safety Plan and/or Exposure Control Plan
- 2) COVID-19 Safe Work Practices
- 3) New and Young Employee Orientation materials, including donning and doffing and care of PPE