

# Student Guide Book

*Helping You to Meet Your Challenges*



**HANDBOOK FOR DIPLOMA STUDENTS FOR 2010/2011**

Faculty of Management  
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# Welcome to the Department of Recreation and Tourism Management!!



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This orientation manual is intended to provide you with an introduction to the Department of Recreation and Tourism Management, its faculty, your program of study and other important information to help you succeed while at Vancouver Island University. We encourage you to read the manual completely and refer to it often as you plan your academic program. When in doubt, please refer to this guide first, and if it does not answer your questions, contact [Shelley-Anne Gajda](mailto:Shelley-Anne.Gajda@viu.ca) at (250) 740-6396, in order for her to set up an appointment for you with the advisor for your program. Updates to this manual are available at Website: <http://www.VIU.ca/rectour/index.asp>

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# The Department of Recreation and Tourism Management

## **Department Mission**

*The Department of Recreation and Tourism Management is concerned with the ways in which tourism and recreation experiences are understood and enhanced through the effective use of leisure. We see leisure as a means of sustaining healthy individuals, healthy communities and healthy environments. Therefore we are concerned with how individuals, groups, and societies plan, organize, manage, and utilize opportunities and resources for leisure. Through an atmosphere of excellence in learning and teaching, the Department contributes to student success, the advancement of tourism and recreation experiences, and the advancement of individual and community life.*

## **Department Goals**

1. To provide a diverse social, cultural and intellectual environment by attracting students from widely varied cultural, ethnic, geographic and demographic backgrounds
2. To offer a professional, academic program of sufficient depth, breadth, and rigor as to enable students to:
  - identify and solve critical problems
  - enhance curiosity and engender a desire for lifelong learning
  - become creative, innovative, critical and independent thinkers and communicators
  - develop an understanding of the relevance and applicability of acquired knowledge
3. To offer diversity in the delivery of the educational experience through:
  - non- traditional delivery methods
  - provision of laddering and transfer opportunities
  - provision of applied experiential learning through classroom projects and work-term experiences
4. To ensure excellence in professional and academic programs through the support, encouragement and integration of the professional field.
  - learning outcomes reflect documented industry needs, standards and competencies

**It is recommended that you read through the entire handbook to assist in your successful completion of your studies; however, ensure you read the following and refer to the link or website for detailed information:**

## **Registration**

Having an academic plan is very beneficial and crucial in ensuring you have all the required courses to graduate from your program. Review the diploma matrix and check your student record to ensure you are enrolled in all the required courses. You can also go into your student record and run GPS to see what is needed to complete your diploma. If you are in your first year of the degree, and need assistance please contact [Sharon Kelly](#). If you are in the diploma program, please see Co-Chair, [Joanne Schroeder](#) or Program Administrative Assistant, [Shelley-Anne Gajda](#).

## **Bursaries and Scholarships**

Every year bursaries and scholarships are offered to students in the area of Recreation and Tourism. Take the time to go to the Financial Aid office and see what is available, and if you qualify. In addition our department, with the help of one of past students Charlie Li, has gathered information on possible scholarships and bursaries and this information will be posted on our website for your review.

## **Exit Requirements**

You are required to complete 4 exit requirements within the timeframe that you are in your diploma program. If you are in your first year of your degree, you will have completed a total of eight exit requirements by the time you are done your four (4) years. It is highly recommended that you complete an exit requirement from each category. The categories are Leadership, Professional Development and Technical training.

## **Department Communication and Announcements**

The Department regularly communicates with students via email announcements. Ensure [Shelley-Anne Gajda](#) has your current email address so that you receive these important announcements. If you are not receiving emails from your instructor and/or the Department through Shelley-Anne, then check your junk mail. Sometimes email accounts do not recognize the new email addresses until you input them into your contact list.

## **Plagiarism, Cheating and general Student Code of Conduct**

Faculty of Management takes this very seriously and each year faculty are faced with students who have plagiarized or cheated in their work. Penalties are serious and can affect your ability to graduate. Ensure you read this section.

## Grades

Students must maintain a C+ average in each academic year to graduate from the diploma. The reason is that you need a C+ average to enter a cooperative education placement. All VIU students (this means everyone) must maintain a C average in an academic year, or they will risk being put on [academic probation](#). If you wish to carry on to the degree or continue in the degree program you must have a minimum C grade in every course, or you may be required to repeat it.

## Cooperative Education

Diploma students must successfully complete two coop placements to graduate. Start thinking about what type of position you want now. Use your exit requirements to help you pursue your dream job.

## Portfolios

Portfolios are a professional development profile of all your endeavors including academic, volunteer, employment, and personal interests. This profile provides potential employers with a glimpse of who you are. This profile gives the employer a chance to review items in more depth aside from the resume. Most students bring it to an interview and introduce it as they see fit. At the end of the spring semester second year students showcase their portfolios to all students in the program. Keep records of all your professional development activities, volunteer work, certificates, letters of references and recommendations, awards, photographs of activities that you have been involved with, and your best academic papers with instructor feedback.

## Graduation

To receive your diploma, you must [apply](#) for it. The “Application for Certificate or Diploma” form needs to be filled out and submitted to Shelley-Anne Gajda. Please note that if you choose to submit your application for diploma before you have completed both coop placements, you will have to wait until those requirements have been met.

- ✓ *Students must submit the completed “Proof of Exit Requirement” form to Shelley-Anne (Bldg. 250 Rm. 354) with proof that you have completed 4 Exit Requirements and have attended at least one orientation within your two year program year.*
- ✓ *Apply to graduate with a Diploma in Recreation and Sport Management or Tourism Studies*



✓  
**Note: Students do not automatically receive a diploma. A “Request for Certificate/Diploma” must be completed and returned to Shelley-Anne.**

## Moving on to finish your degree

Some of you may already be enrolled as a degree student in either your first or second year at this time. For those of you who entered the diploma program, you have the option of applying for entry into third year of the degree program. Applications are accepted starting the middle of November to the end of April of each year.

# PROGRAM OUTLINES AND DESCRIPTIONS

## The Event Management Online Certificate Program

This online certificate is delivered through the Centre for Continuing Studies and offered in collaboration with the department. The purpose of the Event Management Online Certificate Program is to provide training in the skills and knowledge needed to be successful in entry-level and intermediate-level positions in public or private recreation and tourism agencies. The focus of the program is on skills required specifically for work in the event management industry. The program will provide a training option for those interested in becoming qualified to work in this particular sector of the recreation and tourism fields, and provides the opportunity for further studies in tourism management. The program emphasizes theory and practical skill development, with a combination of course hours devoted to practical work (lab/field trips).

Courses
CONV 101: Introduction to Tourism
CONV 102: Introduction to Special Events Management
CONV 103: Celebrating Community and Culture
CONV 104: Event Volunteer Management **
CONV 105: Event Law and Risk Management
CONV 106: Event Marketing

**The Event Management Certificate is an online program and students who have successfully completed either a Recreation and Sport Management diploma or the Tourism Studies diploma are eligible to apply for this certificate as long as they have taken either TRMT 450 or CONV 104.**



# Recreation and Sport Management Diploma Program Matrix - 2010/2011

## First Year

Course number	Course title	Semester
❑ RMGT 100	Introduction to Recreation and Sport	SPRING
❑ RMGT 101	Introduction to Marketing in Recreation and Sport	SPRING
❑ RMGT 110	Cooperative Education Prep Seminar	FALL (1 credit)
❑ RMGT 153	Cultural Issues in Recreation and Sport	FALL
❑ RMGT 159	Environmental Stewardship	SPRING
❑ RMGT 161	Leadership in Recreation and Sport	FALL
❑ RMGT 170	Recreation and Sport Delivery Systems	FALL
❑ RMGT 190	Programming and Special Event Planning	SPRING
❑ English 115	College Composition	FALL
❑ English 225	Business and Technical Writing	SPRING
❑ Open Elective	Students choose a course outside of the department	FALL
.....		
❑ RMGT 109	Co-operative Education Work Placement	SUMMER

Total credits in first year

31 plus 9 Coop = 40

## Second Year

❑ RMGT 200	Human Resource Management in Recreation and Sport	SPRING
❑ RMGT 210	Cooperative Education Prep Seminar	FALL (1 credit)
❑ RMGT 226	Law for Recreation and Sport Managers	FALL
❑ RMGT 220	Facility Management in Recreation and Sport	FALL
❑ RMGT 251	Market Research Methods in Recreation and Sport	FALL
❑ ACCT 101	Accounting	FALL
❑ ECON 100	Introduction to Economics	SPRING
❑ Open Elective	Students choose a course outside the department	FALL/SPRING
❑ Open Elective	Students choose a course outside the department	FALL/SPRING

### **Take two (2) out of the following program electives**

❑ RMGT 211	Inclusive Leisure	SPRING
❑ RMGT 260	Commercial Rec.	Not offered this year
❑ RMGT 280	Leisure and Active Lifestyles	SPRING
❑ TOUR 252	Adventure Tourism and Recreation (17 seats only)	FALL
❑ TOUR 208	Tourism Destination Areas	SPRING
❑ TOUR 215	Tour Group Packaging	Not offered this year
❑ TOUR 207	Heritage Interpretation	Not offered this year
.....		
❑ RMGT 209	Co-operative Education Work Placement	SUMMER

Total credits in second year

31 plus 9 Coop = 40

# Tourism Studies Diploma

## Program Matrix - 2010/2011

### First Year

Course number	Course title	Semester
❑ TOUR 100	Introduction to Recreation and Tourism	SPRING
❑ TOUR 101	Introduction to Marketing in Recreation and Tourism	SPRING
❑ TOUR 110	Cooperative Education Prep Seminar	FALL (1 credit)
❑ TOUR 153	Cultural Issues in Recreation and Tourism	FALL
❑ TOUR 159	Environmental Stewardship	SPRING
❑ TOUR 161	Leadership in Recreation and Tourism	FALL
❑ TOUR 170	Recreation and Tourism Delivery System	FALL
❑ TOUR 190	Programming and Special Event Planning	SPRING
❑ English 115	College Composition	FALL
❑ English 225	Business and Technical Writing	SPRING
❑ Open Elective	Students choose a course outside of the department	FALL
<hr/>		
❑ TOUR 109	Co-operative Education Work Placement	SUMMER

Total credits in first year

31 plus 9 Coop = 40

### Second Year

❑ TOUR 200	Human Resource Management	SPRING
❑ TOUR 210	Cooperative Education Prep Seminar	FALL (1 credit)
❑ TOUR 226	Law for Recreation and Tourism Managers	FALL
❑ TOUR 220	Facility Management in Recreation and Tourism	FALL
❑ TOUR 251	Market Research Methods in Recreation and Tourism	FALL
❑ ACCT 101	Accounting	FALL
❑ ECON 100	Introduction to Economics	SPRING
❑ Open Elective	Students choose a course outside the Dept.	FALL/SPRING
❑ Open Elective	Students choose a course outside the department	FALL/SPRING

#### **Take two (2) out of the following program electives**

❑ TOUR 252	Adventure Tourism and Recreation (17 seats only)	FALL
❑ TOUR 208	Tourism Destination Areas	SPRING
❑ TOUR 215	Tour Group Packaging	SPRING
❑ TOUR 207	Heritage Interpretation	Not offered this year
❑ RMGT 260	Commercial Rec.	Not offered this year
❑ RMGT 211	Inclusive Leisure	Not offered this year
❑ RMGT 280	Leisure and Active Lifestyles	SPRING
<hr/>		
❑ RMGT 209	Co-operative Education Work Placement	SUMMER

Total credits in second year

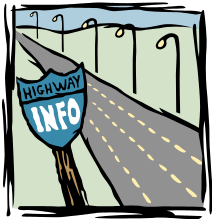
31 plus 9 Coop = 40

# CO-OPERATIVE EDUCATION

Third year students are required to complete either one Coop placement or Internship. Excelling in Co-operative Education placements is just as vital as excelling in coursework, and students are required to plan and participate in [Co-operative Education](#) throughout the academic year.

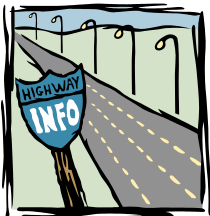
**Students must meet eligibility requirements before they are approved to do a Co-operative Education Placement!**

## How are Co-operative Education Eligibility Determined?



Eligibility is based on satisfactory completion of all the following criteria. **Failing to meet any one of the following criteria means you will not be approved to complete a Co-operative education placement.**

- First & Second Year students – a 2.33 (C+) point grade average of all courses required for that year and completion of all core courses for that year.
- Success in obtaining an **approved job** placement.
- Attendance and participation is mandatory at seminars and satisfactory completion, by due dates, of all requirements listed on course outline. Students will have one-on-one appointments scheduled throughout the academic year.



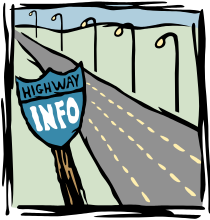
The Co-operative Education Department and Internship Coordinator will enroll all eligible students into their appropriate Co-op/Internship work term sections. ***You do NOT need to register yourself.*** A reminder to all students; that because you are earning 9 credits this maintains your full time student status throughout the work term.

**The deadline for the \$526.44 tuition payment for Canadian students is the end of June.**  
**The Deadline for the \$1275.00 tuition payment for International students is April 1<sup>st</sup>.**

**Remember that when you pay for your Co-operative Education fee you are paying for tuition. You do not pay to have someone find you a job – that is the shared responsibility of the student and the Co-operative Education office.**

## International Students Please Note:

- The Co-op/Internship tuition for international students is \$1275.00 per work term as set by the International Education Department.
- International students should note that it usually takes more effort for international students to obtain a work term and secure a working visa.
- The word “placement” may be misleading – it does not mean that someone finds you a job – it means that you apply competitively for positions in the real job market. Learning how to find employment in the Canadian environment is critical for international students.



**Tuition and payment deadlines are set by the International Education Department for all International students. International Education requires International students to pay their Co-op/Internship tuition for the summer work term no later than April 1<sup>st</sup>. Please beware that if you miss this deadline, the International Education Department will add a late payment charge of seven (700.00) hundred dollars. Be careful!**

## Make your Co-operative Education experience easier!

### Ten things all students should do:

1. **Attend and participate in any Co-operative Education information sessions**, complete any required assignments OR Internship workshops and review Moodle course resources throughout the semester. Failure to do so means you are ineligible to do a Co-operative Education placement or an Internship next summer.
2. **Ensure that you are eligible** to do a Co-operative Education Work term in the spring – so is your overall GPA high enough, and have you completed attended all information sessions or workshops as required?
3. **Meet regularly** with Micki McCartney throughout the fall and spring semester – do they know what your Co-op or Internship goals are?
4. **Visit the [Co-operative Education office](#) and check the online postings ALL SPRING! DON'T LEAVE IT TO THE LAST MINUTE BECAUSE THE BEST EMPLOYERS RECRUIT EARLY! INTERNSHIP STUDENTS ARE ALLOWED TO ACCESS THESE POSTINGS AND APPLY.**
5. **Apply, apply, and apply** for as many jobs as you are interested in. This is the time to see if your cover letter and resume will get you in the door for an interview. Remember, NEVER TURN DOWN A JOB UNTIL IT IS OFFERED TO YOU!
6. **Prepare for your interview** with what you have learned in Co-op prep workshops. WOW them.
7. **Jim and Micki ARE YOUR GREATEST ALLIES!** Between them, they know everyone and everything about Co-op so use them as a resource.



8. **Let Co-op know which job you are considering and then when you have accepted a position, FILL OUT THE ONLINE APPROVED CO-OP FORM so the co-op team know where you will be** throughout the summer as YOU MUST BE MONITORED ON YOUR PLACEMENT in order for it to count! Be sure to hand in the proper forms for Internship so that the Internship instructor can sign you up.
9. **Keep track of your learning** while working. **Write your final report** and HAND IT IN BY THE DEADLINE.
10. **Revise your resume** to show your professional development, and use your experiences throughout the year to advance your knowledge of the field.

# EXIT REQUIREMENTS

The Department of Recreation and Tourism Management values professional development, and encourages students to obtain learning outside of the curricula that will provide knowledge and skills to fit individual learning needs. To graduate, you must complete four exit requirements and in addition attend all required orientations. **NOTE: Any activities, responsibilities or assignments that take place or involve any of your classes will not be accepted as an exit requirement.**

**Students must complete four exit requirements in their 2 year program. It is recommended that you complete an exit requirement from all the categories (leadership, technical training, and professional development) to best expand your learning experience, and enhance your desired skills. In addition you must attend at least one orientation per 2 year program.**

Below is an example of the form that you **must** fill out in order to complete the exit requirement component that is required for you to graduate from your program. You will need to present evidence of your Exit Requirements, such as photocopies of certificates and signed letters from the organizations. You may pick up an Exit Requirement form from Shelley-Anne Gajda who is located in Building 250, Room 354 or you may photocopy the form from page 33 of this Student Guide Book.

**EXAMPLE**

Name: Alexis Levitt

Exit requirements submitted are for the period: Fall/2010 to Spring/2011  
*semester/year*                      *semester/year*

Exit Requirements for:       X   1st and 2nd year                      **Orientations Attended:**  
Year 1 2010                      Year 3         
       3rd and 4th year                      Year 2                             Year 4       

Please fill in the details below:

Date	Description of Activity	Category
		<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Technical Training</li> <li>• Professional Development</li> </ul>
1. <i>September 8, 2006</i>	<i>Planned and implemented special event for International Education</i>	<i>Leadership</i>
2. <i>September 27, 2006</i>	<i>St. John Ambulance First Aid Ticket Emergency Level Note: See attached photocopy of certificate for evidence</i>	<i>Technical Training</i>
3. <i>November 25, 2006</i>	<i>RFABC - (Recreation Facilities Association of British Columbia) Annual Conference Note: See attached photocopy of certificate for evidence</i>	<i>Professional Development</i>
4. <i>September 25, 2006 to April 15, 2007</i>	<i>Held a position, Class Representative, on the MRTA (Malaspina Recreation and Tourism Association) Note: See attached evidence</i>	<i>Leadership</i>

# EXIT REQUIREMENTS

## Leadership

This includes volunteer hours in leadership or programming through agencies, businesses within the community. Students must provide proof (i.e. a letter of reference) and a short description of the volunteer involvement. The volunteer positions should be in a leadership or programming capacity and must be of approximately 20 hours, and be significant and relative to your program or career goals.

Ideas include:

- Volunteering to organize, implement a conference, workshop or event (Recreation Rendezvous, Leadership training workshop, special events, tournaments, meetings, programs etc.)
  - Hold a position on a committee or board such as Recreation and Parks Commission, Tourism Board, MRTA, Conference Planning Committee, and so on.
- 

## Technical Training

Certificates and specialized training sessions such as (but are not limited to):

- Worldhost
- Worldhost Customers with Disabilities
- Worldhost Japanese Service Expectations
- Worldhost Service Across Cultures
- Food safe
- WHMIS
- Class Four Drivers License
- First Aid
- CPR
- Wilderness First Aid
- Fitness Leadership
- NCCP Coaching Certificates
- Facilities Operations Certificate
- NLS Lifeguarding

**Students should include the Exit Requirements as part of their education budget.**

## Professional Development

Attendance and participation in conferences, workshops, seminars or symposiums. For a professional development event to qualify as an exit requirement, it must be a minimum of four hours in duration. Note: Trade shows, without involving workshops/seminars, are not acceptable. Some examples of professional development are (but are not limited to):

- BCRPA Annual Conference
- CPRA Conference
- RFABC (Recreation Facilities Association of British Columbia) Annual Conference
- BCRPA - RFABC Annual Symposium
- Travel and Tourism Research Association Conference
- BC Tourism Industry Conference
- Canadian Congress on Leisure Research
- ACE Conference Association of Collegiate Entrepreneurs
- International Adventure Travel Show
- Athletic Business Conference

**NOTE:**

Watch for announcements of upcoming conferences and workshops on the Department bulletin board, and emails to students.

**Students must show evidence of completion or participation in each of their chosen Exit Requirements prior to graduation.** The exit requirements will then be checked off on their student record. See Proof of Exit Requirement Form in the following page and submit everything to Shelley-Anne Gajda by the end of your last coop placement.

# PROOF OF EXIT REQUIREMENTS

Please submit this form with proof that you have completed your exit requirements. Evidence of four Exit Requirements is required for each completed program. *For example, a student who completes all four years of the degree at Malaspina will supply eight Exit Requirements throughout the four years.* Please check the description of exit requirements in the Orientation manual for more details (see previous page). NOTE: Any activities, responsibilities or assignments that take place or involve any of your classes will not be accepted as an exit requirement.

**Students must complete four exit requirements in your 2 year program. It is recommended that you complete an exit requirement from all the categories (leadership, technical training, and professional development) to best expand your learning experience, and enhance your desired skills. In addition you must attend at least one orientation per 2 year program.**

Name: \_\_\_\_\_

Exit Requirements submitted are for the period: \_\_\_\_\_ to \_\_\_\_\_  
*semester/year*      *semester/year*

Exit Requirements for:      \_\_\_\_\_ 1st and 2nd year      **Orientations Attended:**  
\_\_\_\_\_ 3rd and 4th year      Year 1 \_\_\_\_\_      Year 3 \_\_\_\_\_  
      Year 2 \_\_\_\_\_      Year 4 \_\_\_\_\_

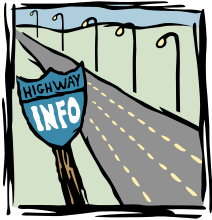
Please fill in the details below:

Date	Description of Activity	Category
1.		<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Technical training</li> <li>• Professional Development</li> </ul>
2.		
3		
4		

**Please attach evidence of the exit requirements listed above. Photocopies of certificates, awards, letters of support etc. can be used. Submit evidence of your exit requirements along with a copy of this form by to Shelley-Anne Gajda in Building 250-354. Forms can be obtained from Shelley-Anne Gajda in Building 250 or you can photocopy this page.**

## Student Orientation

Orientation is designed to give students a head start in the program, instilling a sense of belonging, and commitment to the tourism and recreation field. Students will participate in a variety of informative sessions, icebreakers, team-building activities and the expectations of the Department that will prepare them for the upcoming academic year. In doing so, students will become acquainted with their peers and faculty members while gaining insight they need to become successful.



Students are notified of Orientation through the mail during the summer, as well, there will be Orientation representatives promoting Orientation in the first week of classes where there will be an opportunity for you to ask any questions. **Orientation is part of the [Exit Requirement](#) process, and students must complete at least one orientation per two year program.**

## **EDUCATIONAL CONSIDERATIONS**

### Directed Studies

Directed Studies is an opportunity for students to complete a course by working individually with one instructor, only when other options are not available. Requests to complete a course by directed studies must be approved by the Chair of the department and by the Dean of Faculty of Management and reasons to take a directed study course must be of special circumstance.

### Prior Learning Assessment

Students who have gained the required skills, knowledge and competencies taught in the programs may consider seeking recognition and assessment of their prior learning. Students, who are successful in demonstrating prior learning has taken place to the extent required by the faculty, will be granted appropriate credit toward their diploma or degree.

Students who would like to find out more about Prior Learning Assessment should contact the Department Chair. An information session will be held in the fall semester to make students aware of the PLA process, and their options. Students will be given access to a moodle sight that will help them determine if they are eligible.

Students can normally seek prior learning credit for **three courses**. However, students can seek up to a maximum of 6 courses of prior learning credit with the permission of the Department.

Students who are interested in pursuing PLA credits should observe the following deadlines:



- For courses being offered in the **fall semester**, students must declare intent to PLA by **September 30th.**
- For courses being offered in the **spring semester**, students must declare intent to PLA by **January 30th.**

- All evidence of prior learning must be submitted by the **end of the term** (approximately three months from the application deadline). For example, students applying for courses offered in the fall must submit work by the end of the exam period in December, and students applying for courses in spring must submit work by the end of the exam period in April.

## STANDARDS AND GRADING PRACTICE WITHIN THE DEPARTMENT

### Do I need to maintain a certain grade point average to remain in good standing?



Yes, students **must maintain an average C+**, and perform satisfactorily in work term activity. Students who fail to maintain these standards will be placed on academic probation for the following academic year. If you plan on going on to complete your degree, you must have a minimum grade of C in each course.

### What is the Academic Probation Policy?

Students registered in any number of credits who receive less than a 2.00 G.P.A. ("C" average) in the Fall and Spring semesters (combined) will be placed on [Academic Probation](#) for the next academic year in which they register. To have probationary status removed; students must obtain a G.P.A. of 2.00 or better in the probationary year. If a student's G.P.A. is below 2.00 in the probationary year, they will be prohibited from re-registering in the same program for at least one academic year, and must reapply for admission after that. Readmission into Recreation and Tourism Management programs after that is not guaranteed and will be considered on an individual basis.

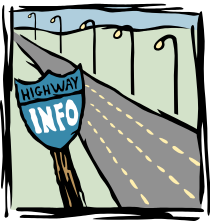
## PLAGERISM, CHEATING AND CODE OF CONDUCT

Vancouver Island University feels strongly about academic integrity, including attendance, and all students should be aware of the [student code of conduct](#). The work a student hands in for marking must be his or her own work. While students may be strongly encouraged to work together, to review each other's work, and to give each other all possible assistance, the instructor expects that no student will directly copy another student's work or will borrow material from secondary sources without acknowledgement (note that you must acknowledge sources, even if you translate the information into your own words). This point applies especially to seminar notes and any composition assignments.

The penalties for plagiarism are heavy. At the least, the student will receive zero (0) for the assignment and a failing grade (F) in the course. And a repeat of the offense will result in a suspension from Vancouver Island University. You should remember that plagiarism is a breach of trust between the instructor and a student; hence, the penalty may be considerably more than just the marks involved.

Note the following common examples of plagiarism:

- copying material directly from a secondary source without acknowledgement
- getting someone else to write the work for you (not copy typing but composing the paper)
- putting someone else's ideas, argument, statistics, opinions into your argument without acknowledgement
- cobbling together material from several different sources without acknowledgement



Students are expected to be thoroughly familiar with the definition of plagiarism and with the penalties for engaging in the practice. **Ignorance about these matters is not a satisfactory excuse.**

### **Duplicate Essays**

An essay or assignments to be submitted for two courses is acceptable only when both instructors have been informed of the student's intention to submit a duplicate essay or assignment when the courses are concurrent, and have given their written permission to the student. If the essay has already been graded, only the second instructor needs to be informed and give permission.

In instances where essays or assignments essentially the same in content are submitted in more than one course, without prior written permission of one or more of the instructors as described above, partial or total credit for the essay or assignment may be withheld in any or all of the course involved.

*"Example is not the main thing in influencing others, it's the only thing"*  
*Albert Schweitzer-French Philosopher-Physician*

# HELPFUL LINKS

The following information is related to both on and off campus life. To find a complete list of services that Vancouver Island University offers refer to their website.

## On Campus

### [Writing Centre](#)

Come for help at any stage of the writing process:

- Brainstorming and choosing a topic
- Developing a thesis
- Supporting and developing ideas
- Organizing your essay
- Revising a rough draft of your essay
- Citing sources and using reference material
- Improving sentence structure
- Understanding punctuation

### [Bookstore](#)

Vancouver Island University operates a Bookstore on the Nanaimo campus, in Building 305 Rm 224, which stocks textbooks, general reading books, stationery, art supplies, computer software, and a variety of University-College clothing and gift items. Regular hours of operation are 8:00 am - 4:30 pm, Monday to Friday, with extended hours at the beginning of each semester.

### [Safe Walk](#)

Campus security will walk you from a building to your car or the bus, between 4:00 pm and 8:00 am, Monday to Friday, and 24 hours on Saturday, Sunday and Holidays. To reach Safe Walk, dial 6600 from any campus phone, or phone 753-3812 or 740-6600.

## **Computer Labs**

There are several labs on campus to access. Check the door of the lab to see the posted schedule, or view times and locations on their website.

- ❖ Education/Social Science (Building 356), Room 340
- ❖ Education/Social Science (Building 356), 2nd floor Atrium area
- ❖ Physics (Building 315), Room 112
- ❖ Physics (Building 315), Room 113
- ❖ Centre for International Education (Building 255), 1st floor open area
- ❖ Centre for International Education (Building 255), Room 105
- ❖ Centre for International Education (Building 255), Room 120
- ❖ Career & Academic Prep. (Building 205), 1st floor open area
- ❖ Faculty of Management Centre (Building 250) Room 110 and 115
- ❖ Student Services/Business (Building 200), Room 107
- ❖ ASTEC (Building 180), Room 248

## **Counseling Services**

Counseling Services are available to you for personal problems. If you have any problems and want to talk with someone you can see one of the counselors here. All information is kept confidential. Counseling services offered at Malaspina include: personal, crisis, referrals, career, and study skills counseling. No fee is charged for counseling. Please see Shelley-Anne if you need assistance or you can visit counselors in Building 200.

## **Equipment Loans**

The Equipment Loans service counter is located at the main entrance end of the Library loan desk in Building 305 Rm 303. Equipment Loan Guidelines are: 1. All borrowers must be registered/currently attending classes and must have a Library-validated Malaspina Student Card to borrow equipment. 2. Card of REQUESTOR to be presented for all equipment pickups. 3. Equipment may be signed out for up to 24 hours with exception to equipment that is borrowed over a weekend, in which a student may pick-up the equipment Friday and return it Monday. 4. Students must have a signed authorization form from an instructor to borrow equipment.

## **The Financial Aid & Award Office**

This office is located in Building 200, and is committed to supporting students in their search for financial assistance, both in the form of loans and awards, and in helping students to make the best use of the resources. This office works closely with the faculties and the Student Service branch of the Ministry of Advanced Education to foster and support student access to financial assistance.

## [The First Nations Student Services Centre](#)

The gathering place, Shq'apthut offers support First Nations students in making a successful transition to Vancouver Island University and to enable students to succeed in their academic endeavours by providing direct services and appropriate referrals. First Nations Student Services is located in building 310 Rm 101.

## [Gymnasium](#)

More than a gymnasium, student activities offers on-campus activities from drop-in badminton to yoga, belly dancing and more! Also linked with the gym is **Outdoor Recreation**. Participate in kayaking, outdoor climbing, hiking, and other recreational activities at a low cost with training and equipment provided. The gym is located in Building 190.

## [Health and Wellness Centre](#)

This is a new resource for students. Currently the website offers listings of various resources available to students including addresses of walk-in clinics, links to community resources, on-campus resources, spiritual centres available, sexual and reproductive health services, and many more sources of information related to health and wellness. The centre is focused on Prevention, Information and Education. Check for health and wellness workshops available on campus.

## [Advising Centre](#)

The advising Centre is available to assist students to achieve a more fulfilling educational experience. Advising Services staff can be reached Monday - Friday by Phone (250) 740-6410 (between 8:30 and 4:00); Fax (250) 740-6464, or e-mail ([advising@mala.bc.ca](mailto:advising@mala.bc.ca)).

## [Library](#)

Our expanded library comprises a service desk, information and assistance desk, reference (non-circulating) collection, government documents, periodicals, newspapers, slides, audio and video cassettes, viewing carrels, compact discs, maps, microforms including periodicals (magazines, journals and newspapers) on microfilm and the Canadian Institute for Historical Micro productions set of microfiche, the curriculum laboratory, and video services. There are numerous computer stations with linked coloured and black and white printers for the online catalogue and for your studies that can be found in both the second and third floors in Building 305.

## [Moodle](#)

**What is Moodle?** Moodle is a course management system designed to help faculty and students communicate online. Not every instructor uses Moodle and often it is used in different ways, so check with your instructor first. Possible uses of Moodle are that students can read course descriptions, general announcements, receive class lecture notes, obtain updated assignment information, and post questions to the instructor so all students can read the questions and response. For Moodle access check out the website. <http://orientation.viuonline.ca/>

## HELPFUL INFORMATION CONTINUED...

### Community Resources

The community resources available in Nanaimo are plentiful. Sometime during your residence in Nanaimo you may want to know about clubs, volunteer opportunities, shopping malls, who to call if you need to talk to someone during a crisis, where to go for government resources and any other related topics. Look up the following links to find what you are looking for.

- ❖ [Crisis Society](#) (confidential phone call counseling 24 hour)
- ❖ [Nanaimo Community Hospice Society](#) (support during a death or pending death of someone)
- ❖ [Nanaimo Life](#) (a general website that will lead you to many links in Nanaimo from transit information to clubs and more):
- ❖ [Nanaimo Parks, Recreation and Culture](#)
- ❖ [Volunteer groups in Nanaimo:](#)
- ❖ [Relocation Nanaimo](#) (a resource that provides links on several Nanaimo resources):  
<http://www.relocatecanada.com/nanaimo/index.html>

### Professional Memberships

**Recreation and Tourism related resources are endless.** Throughout your academic career you will discover many resources. Here are a few associations where membership may be part of its repertoire.

- ❖ [British Columbia Recreation and Parks Association:](#)
- ❖ [Canadian Parks and Recreation Association:](#)
- ❖ [Canadian Tourism Human Resource Council:](#)
- ❖ [Tourism Vancouver Island:](#)
- ❖ [Vancouver Island Meeting Planners:](#)
- ❖ [World Leisure:](#)

Help us,  
and we will do our best  
to help you.



# COMPETENCIES OF GRADUATES

Graduates of this program have completed a diverse range of coursework and experiential learning. The program has been designed to provide learners with theory and hands on experiences. Graduates leaving the program have demonstrated:

- The ability to think critically, solve problems and recommend management strategies for a variety of complex issues in the leisure field
- The ability to generate ideas and work through various processes to make them a reality
- The ability to plan strategically and develop policies that will better individuals, communities, the environment and economies
- An understanding of human behaviour and the need to be inclusive of diversity in planning and management
- The ability to lead people, in the workplace and in communities, motivating and co-coordinating human ideas and efforts towards common goals
- The ability to communicate effectively, in both oral and written forms to a variety of audiences and stakeholders
- The ability to research issues and situations effectively, using a variety of research tools and resources
- The ability to market and promote their ideas to various consumers of leisure products and services, with understanding of consumer behaviour and group dynamics
- The ability to use technology as a tool to do research, prepare a variety of documents, keep financial and other records, make effective presentations, and market products and services
- An understanding of local, national and international realities, and the ability to view leisure from a global perspective
- The ability to work independently and within teams on a variety of projects
- A commitment to the leisure field and the enhancement of current practices
- A commitment to life long, interdisciplinary learning

# CAREER OPPORTUNITIES

The management of recreation and tourism services is a challenging career in this increasingly leisure oriented society. Dynamic, creative, and innovative people are needed to plan, organize, and supervise recreation and tourism experiences in a variety of diverse settings. The types of positions that diploma and degree graduates will occupy include the following:

## **Independent entrepreneurs:**

These positions will consist of small business opportunities in the tourism and recreation industries.

## **Supervisory positions:**

Typically found in the medium and large scale operations where diploma graduates may already be employed but need ongoing upgrading to a higher-level credential for career advancement.

## **Management positions:**

Usually found in large companies where diploma graduates require continual upgrading of their leadership knowledge base to make strategic business decisions.

## **Front-line positions:**

Where most people begin their career, these positions require an understanding of the industry, and the ability to anticipate, respond to and satisfy customer needs.

## **Specific positions may include:**



- Commercial recreation and tourism enterprises such as private tourism companies, leisure related retail outlets, tourism attractions, health spas, fitness complexes, food and beverage, and accommodation services.
- Adventure tourism, outdoor recreation and park management, providing nature based leisure experiences like camping, wilderness experiences, risk recreation, and environmental education or managing the resources required for nature based leisure.
- Tourism services, including destination resorts and hotels, theme parks, tourist bureaus, transportation and travel trade companies, tourist attractions, convention and meeting business, and special events and festivals.
- Tour operations, including the packaging, marketing and operation of tours, tour guiding and interpretation services.
- Public recreation and tourism, including parks and recreation departments in municipalities, and regional districts, government tourism agencies, community schools, recreation associations and public recreation and sport facilities.
- Not-for-profit agencies, including YM-YWCA, Boys and Girls Clubs, Sport BC, provincial sport organizations, and others represented within our communities.
- Special recreation, sport and tourism services, involving the provision of various services to individuals or groups with special needs

# Where were some of the Coop Work Placements

## Diploma Students

Below are only a sample of some of the cooperative Education placements for our 1<sup>st</sup> and 2<sup>nd</sup> year students:

- Museum Translation and Summer Assistant, Nanaimo District Museum
- Assistant Program Coordinator, Pacific Sport – Vancouver Island
- Summer Program Leader, City of Port Alberni
- Recreation Leader, Tigh-Na-Mara, Parksville
- Intern, Vancouver Island Raiders Football Team
- Community Playground Helper, Harewood Neighbourhood Assoc.
- Kinderstars Program Leader, Boys and Girls Club
- Assistant to Operations Manager, Istanbul Turkey
- Summer Camp Tutor, Sanremo Italy

## Degree Students

Below are only a sample of some of the cooperative Education placements for our 3<sup>rd</sup> year students:

- Recreation Assistant 2, Nanaimo Parks, Recreation and Culture
- VIEX Home Show Coordinator, Vancouver Island Exhibition
- New Student Orientation Planning Assistant, VIU
- Activity Leader, VIU International Education
- Event Assistant, Parksville Beach Festival Society
- Assistant Supervisor, Atlantis Programs and Pedalheads, Vancouver
- Campus Life and Athletics Intern, College of the Rockies
- Head Counselor, Learning Disabilities Association of Alberta
- Ride Manager, Calaway Park, Calgary
- Summer Camp Director, Club Body Shop, Santo Domingo Naco
- Travel Consultant, ShangHai, China

# Where our some of our Graduates?

## Diploma Students

Below is a short list of where our diploma graduates are currently working. This list will be updated.

- Tournament Assistant – Fairwinds Golf Club
- BRE Project Coordinator – Comox Valley Economic Development
- Wine Educator – Okanagan Wine Country Tours
- Recreation Coordinator/Manager – City of Cold Lake, Alberta
- Youth Leader Wildplay-Activity Team – Sannich CommonWealth Place
- Disney

## Degree Students

Here are only some of the jobs where our past graduates are currently working.

- Coordinator, Destination Marketing for the City of Nanaimo.
- Constable, RCMP (Dawson Creek)
- Territory Manager, Labatt Breweries BC
- Director of Community Services for the Town of Taylor.
- Manager of Development Services for the Town of Golden.
- Director of Marketing, Northwest Territories Tourism
- Administrator, HR/Office for Travel Alberta, International
- Sales Manager, Tourism Sun Peaks
- Marketing Coordinator for Tourism Nanaimo.
- Resource Development Coordinator for the Child Development Centre.
- Sales Manager for Whistler Golf Club.
- Director of Community Services for the City of Mississauga.
- Recreation Programmer for City of Nanaimo.
- Marketing Manager for Tofino Bus.
- Asst. Director, Boys & Girls Club of Greater Vancouver.
- Owner of Reaction Sports, Nanaimo.
- International Education Coordinator, Red Deer College
- Tourism Development Coordinator, Tourism Dawson Creek
- Event and Tournament Coordinator, Cottonwood Golf Course
- CVRD Planning Assistant
- Expedition River Trip Leader
- Sustainability Commission Manager
- Product Services Coordinator, Ministry of Tourism, Culture and Arts
- Tourism Coordinator, Estevan and District Board of Tourism