

	<p><b>School of Arts &amp; Science</b>  <b>APPLIED COMMUNICATION DEPARTMENT</b></p> <p><b>ENVR 101</b>  <b>COOP Workterm 1</b>  <b>Spring/Summer 2010</b></p>
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## COURSE OUTLINE

The Approved Course Description is available on the web @ \_\_\_\_\_

Ω Please note: this outline will be electronically stored for five (5) years only.  
It is strongly recommended students keep this outline for your records.

### 1. Instructor Information

(a)	Instructor:	Steve Hann		
(b)	Office Hours:	By arrangement		
(c)	Location:	F314-A		
(d)	Phone:	250-370-3423	Alternative Phone:	
(e)	Email:	hann@camosun.bc.ca		
(f)	Website:	Course D2L site		

### 2. Intended Learning Outcomes

*(No changes are to be made to this section, unless the Approved Course Description has been forwarded through EDCO for approval.)*

The Work Term course provides an opportunity for guided, program-related learning in a workplace setting.

Through the Work Term, the learner will:

1. Set and pursue realistic and achievable learning goals for the work term.
2. Apply and practice in a practical setting, skills, knowledge and abilities learned in the program.
3. Gain exposure to current industry practices, issues, technologies and skills relevant to their program of study.
4. Observe and demonstrate behaviours typical of and appropriate to their profession.
5. Acquire relevant work experience.
6. Establish a network of colleagues, supervisors and associated contacts in their career field.

### 3. Required Materials

None.

### 4. Course Content and Schedule

Within three weeks of beginning a work term, the student submits to the instructor:

- A learning plan outlining at least three realistic and measurable goals to be achieved during the work term.
- For self-developed work terms this plan needs to be submitted prior to approval of the work term. Within two weeks of beginning the work term, a second document needs to be submitted to confirm these goals as being realistic and achievable, or to modify them as necessary with consultation with the instructor.
- The goals outlined in the plan must demonstrate a relationship with what the student has learned to date, and explain how successful completion of the plan will tie into the student's longer term career plans.

At or around the midpoint of the work term, but prior to the scheduled site visit:

- Submission of a midterm reflection to the instructor. This form will be sent to the student at the start of the work term.

At least one week prior to the completion of the work term, the student submits to the instructor:

- a completed Employer Assessment of Learning;
- a completed Student Assessment of Learning;
- an updated resume;
- an itemized list of new samples of work to be included in the student's portfolio, including the rationale and explaining the context of each item;
- and a reflective essay outlining the completion of goals identified at the start of the work term and how the term ties into the student's future career path (specific details on content to be provided to the student).

## 5. Basis of Student Assessment (Weighting)

To receive a "**Completed**" (COM) grade for an Internship Work Term, students must meet all of the following criteria:

- Satisfactory completion of all the components outlined above under (4) Course Content and Schedule.
- Submission of the components in a timely manner.
- Receive a "Satisfactory" or better overall evaluation on the Employer Performance Assessment.

To receive a "**Completed with Distinction**" (DST) grade for the work term, students must meet all of the following criteria:

- Exemplary completion of all the components outlined above under (4) Course Content and Schedule.
- Submission of the components in a timely manner.
- Receive a "Very Good" or better overall evaluation on the Employer Performance Assessment.

## 6. Grading System

### Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.

DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at [camosun.ca](http://camosun.ca) or information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at [camosun.ca](http://camosun.ca) for information on conversion to final grades, and for additional information on student record and transcript notations.

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services or the College web site at [camosun.ca](http://camosun.ca).

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services and on the College web site in the Policy Section.