



**ENVR-233-X01**  
**Co-operative Work Experience 3**  
**Summer 2020**

## **COURSE OUTLINE**

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The course description is online @ <http://camosun.ca/learn/calendar/current/web/envr.html>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

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### **1. Instructor Information**

<b>(a) Instructor</b>	Laura Biggs
<b>(b) Office hours</b>	By appointment – please email
<b>(c) Location</b>	Online
<b>(d) Phone</b>	n/a <b>Alternative:</b> n/a
<b>(e) E-mail</b>	BiggsL@camosun.bc.ca
<b>(f) Website</b>	<a href="http://online.camosun.ca">http://online.camosun.ca</a> (log in to D2L to access this course)

### **2. Intended Learning Outcomes**

*Co-operative education is an educational model that promotes continuous learning through the integration of classroom and applied work-based learning. Through co-operative education, employers and educators share the responsibility to prepare students for the rapidly changing social, economic and technological environment of the modern workplace. Co-operative education is a learner-centered model where students direct their own learning and make a valuable contribution to the workplace, while guided and supported by both the co-op employer and the institution.*

Through the Co-operative Education Work Term, learners will be able to:

- Transfer to a practical setting the skills, knowledge and abilities learned in the classroom.
- Set and pursue specific, measurable goals for personal and professional growth within the context of their career field.
- Demonstrate components of effective workplace communication.
- Demonstrate appropriate professional behaviors in the workplace.
- Acquire relevant work experience to enhance their competitive position when applying for work.
- Maximize personal and professional contributions toward the development of new skills and knowledge in their career field.
- Build and maintain a network of colleagues, supervisors and associated contacts in their career field to assist in their personal and professional growth.
- Prepare to transfer the understanding and practice of current industry practices, issues, technologies and skills developed in the workplace to his/her next level of academic study.
- Articulate their personal growth between classroom, workplace and community.

### 3. Required Materials

None

### 4. Course Content and Schedule

For self-developed work terms, a proposal which includes a job description and expected learning outcomes needs to be submitted to the Co-op and Internship Coordinator for approval prior to the work term.

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

- A work term learning plan (all work term forms are available on D2L) outlining at least three realistic and measurable goals to be achieved during the work term, including action steps. For self-developed terms, the expected learning outcomes identified in the proposal can be used as part of this more detailed learning plan.
- 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.
- Goals that are not realistic or achievable may be modified as necessary by consultation with the instructor.

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; and
- A final project (project options to be provided to the student).

### 5. Basis of Student Assessment (Weighting)

To receive a "**Completed**" (COM) grade for the 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

Standard Grading System (GPA)

Competency Based Grading System

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

Please see D2L for additional resources, or contact your instructor for assistance.

## 8. College Supports, Services and Policies



### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

### College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

## A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

### 1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

## 2. 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.

## B. 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 <http://camosun.ca/about/policies/index.html> for 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.