

**2019-2020**  
**CO-OPERATIVE EDUCATION EXPERIENCE**  
**EnvrSust 9300**

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## **COURSE DESCRIPTION**

EnvrSust 9300 is a course that takes place throughout the program starting in September 2019 and culminating with the MES summer co-operative education work term. The summer co-op work term takes place from May to August 2020 and is comprised of a minimum of 500 hours of work in an organization (private, non-profit, or government) where that work utilizes themes from the MES academic programming. The host organization need not be in London and can be anywhere in Canada. The summer co-op work term ends with a capstone project at the end of August.

A series of seminars are conducted from September to April preparing the students for the co-op work term and their subsequent career in the environmental sustainability field. These seminars include job search tips, effective cover letter writing, and interview skills. These seminars are an integral part of EnvrSust 9300.

## **LEARNING OUTCOMES**

By the end of the course, students will:

- be autonomous in a job search cycle including the development and application of key elements such as cover letters, résumé, and job interviews;
- expand their working experience in an organizational environment outside an academic setting;
- gain proficiency in transferring and applying their knowledge acquired during the program to different contexts.

## **COURSE ACTIVITIES AND GRADING**

We strive to evaluate all available information in order to, at the end of the school year, arrive at a final grade that fairly reflects the student's demonstrated capability in dealing with and understanding the course content. Evidence of this capability comes through classroom contribution, reports and other vehicles that may be used throughout the course.

This course is assessed on a pass or fail basis. In order to pass the course, the student shall demonstrate success in all components of the course assessment (against the criteria developed below) which are the following:

- Co-op Preparation and Engagement
- Employer Assessment
- Work Reflective Journals
- Final Report
- Final Video Presentation

### Co-op Preparation and Engagement

The course is comprised of a series of 10 seminars — where attendance is mandatory. Students need to arrive to each seminar on-time and be ready to actively participate in the different activities and discussion. Therefore, the sole attendance to the seminar does not guarantee a passing grade for this part of the assessment — students need to be fully engaged. For example, you may have brief assigned readings to aid class discussion, or be asked to prepare items like a resume or interview questions and answers. A poorly attended seminar (e.g., arriving late, using cell phones/laptops during the seminar, and not participating in class exercises, or any disruptive behavior) will be considered as a missed seminar. A student **missing 4 or more** of the seminars will receive a ‘fail’ grade for this component which automatically leads to a fail grade for the course. Remedial plans might be possible and will be at the discretion of the Program Chair after discussion with the course instructor and the student — this plan might involve a financial cost and more time commitment from the student.

You are also required to meet with the Co-operative Education Co-ordinator for an in person resume review. This review must be scheduled on or before Friday November 29<sup>th</sup>, 2019. You will be provided with an online appointment booking tool to sign up for a resume review time.

### Employer Assessment

This mark is based on the two employer evaluations that occur over the summer months while the student is on their co-op work term at the employing organization. There is a midpoint evaluation (approximately 8 weeks in) and a final evaluation. Please refer to the Co-op Handbook for more details on this component of your assessment. A student must demonstrate success on their final evaluation to pass this component of the co-op program.

### Work Term Reflective Journals

The student must write brief (300-500 word) reflective journals (three) on a monthly basis (end of May, June and July). The purpose of the journal is not simply to restate what you did that month – but RETELL – RELATE – REFLECT. RETELLING what has happened so far on your co-op, RELATING it to you personally (Did you have a similar experience somewhere else? How did it make you feel?) And finally, REFLECTING on why it is important or significant to you for this journal. Failure to submit a journal (i.e. one out of three) that is thoughtful, well-written, and on time will result in a fail of this component of the course assessment. Please refer to the Co-op Handbook for more details on this component of your assessment.

### Final Report

The final report is a reflective document that summarizes your experience over the co-op work term. The report will describe your employer organization, your role in that organization, a description of the work you completed and how it relates to the curriculum of the MES program as well as a thoughtful personal reflection on your personal and professional growth over the work term.

The report will be graded on a “pass/fail” basis. The report should be a minimum of 8 pages to a maximum of 12 pages in length, double spaced and submitted on the designated due date. Reference to citations must be used if resources are utilized. Late reports will not be accepted unless arrangements with the Program Chair have been made in advance of the due date. The report must also be read and approved (by way of signature) by the student’s immediate supervisor. A full report outline will be provided during the co-op work term.

### Final Video Presentation

Students are required to create a 4-5 minute long video representation of their experience on their co-operative education work term. In your video, you may wish to include some of the same information that is in your report such as the typical day at work, your likes/dislikes, opportunities for professional development, future career decisions and so on. You will also likely want to incorporate visuals of your daily routine, co-workers/supervisor, office space, or projects that you are working on. Please always consider confidentiality constraints while creating your video (ie. Ensure computer screens do not portray sensitive data when you film). The videos will be accessible by all MES students in the cohort to learn about potential career opportunities with the MES degree. Program staff will host a “viewing” of the presentations for those students would like to return to campus for this final gathering and celebration of your accomplishments.

Your video presentation will be graded on a pass/fail basis by the MES Program Chair. The presentation will be graded on content, creativity, and quality of the presentation.

### **CLASS NORMS**

The class norms are founded in respect and care for the students, the course instructor, and the Program Chair. The use of laptops is acceptable for the purposes of recording notes from the workshops. Please be courteous of your classmates and understand the potential distraction you can cause when using a laptop for any other purpose. During the seminars, you will be given sufficient time for nutritional and washroom breaks, however, please feel free to leave the room whenever you feel necessary for your own comfort and safety.

### **ACADEMIC OFFENSES**

Scholastic offenses are taken seriously and students are expected to read the appropriate policy at:

- The Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>
- Scholastic Discipline for Graduate Students: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_grad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf)
- The Non-Discrimination/Harassment Policy: <http://www.uwo.ca/univsec/mapp/section1/mapp135.pdf>
- The Code of Behavior for Use of Computer Resources and Corporate Data: <http://www.uwo.ca/univsec/mapp/section1/mapp113.pdf>
- Graduate Student Academic Appeals: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/appealsgrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsgrad.pdf)

### **PLAGIARISM**

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Discipline for Graduate Students in the Western Academic Calendar).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (hyperlink [www.turnitin.com](http://www.turnitin.com)).

## HEALTH AND WELLNESS SERVICES

As part of a successful graduate student experience at Western, we encourage students to make their health and wellness a priority. Western provides several on campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your graduate degree.

Students seeking help regarding mental health concerns are advised to speak to someone they feel comfortable confiding in, such as a faculty member, the Program Chair, or the MES staff.

Students who are in emotional and/or mental distress should also refer to MentalHealth@Western [http://uwo.ca/health/mental\\_wellbeing](http://uwo.ca/health/mental_wellbeing) for a complete list of options about how to obtain help.

### Co-operative Education Experience – EnvrSust 9300 - Seminar Overview

No.	Topic	Date	Time
1	Introduction to the MES Co-op Program: Co-op Processes and Expectations.	Thursday, September 5th, 2019	1:30pm-3:30pm
2	Personal Branding Tools: Creating a Professional Resume and Cover Letter (Professional photos will be taken)	Thursday, September 26 <sup>th</sup> , 2019	1:30pm-3:30pm
3	Your Career Outreach Strategy: Planning for your Job Search, Networking & Funding for Co-op	Thursday, October 10 <sup>th</sup> , 2019	1:30pm-3:30pm
4	Sustainability Industry <b>PANEL</b> & Networking Event: Hear from Industry Leaders in Sustainability	Tentative Date: Monday, October 21 <sup>st</sup> , 2019	4:00pm-6:00pm
5	The Professional Interview: What to Expect and How to Set Yourself up for Success	Thursday, November 14 <sup>th</sup> , 2019	1:30pm-3:30pm
6	Alumni <b>PANEL</b> : Co-op Experience & the Early Years Beyond Graduation	Thursday, December 5 <sup>th</sup> , 2019	1:30pm-3:30pm
Winter Holiday Break			
7	Mock Interviews: Applied Skills Assessment	Tuesday, January 7 <sup>th</sup> , 2020	All Day (45 min. each for students)
8	TBD: Effective Presentation Skills	Tentative: Wednesday, February 5 <sup>th</sup> , 2020	10:00am-12:00pm
	Co-op Offer Day (Not a Seminar)	Wednesday, February 26 <sup>th</sup> , 2020	All Day
9	Professionalism in the Workplace <b>PANEL</b> : Senior Leaders/Managers Discuss Expectations for Workplace Behaviour	Tuesday, March 31 <sup>st</sup> , 2020	4:00pm-6:00pm
10	Contract Signing and Health & Safety: Know Your Rights and Responsibilities	Tuesday, April 7 <sup>th</sup> , 2020	10:00am-12:00pm
	Co-op Capstone Project Viewing (Not a Seminar)	TBD – August 2020	