

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**COURSE OUTLINE**

**COURSE TITLE:** Coop Work Placement 1

**CODE NO. :** CWF-100 **SEMESTER:** B/W2&3

**PROGRAM:** Adventure Recreation and Parks, Forest Conservation  
Technician, Fish & Wildlife Conservation, Natural Environment  
Technician/Technologist

**AUTHOR:** John Clement

**DATE:** Oct 2010 **PREVIOUS OUTLINE DATED:** June 2007

**APPROVED:**

"B.Punch"

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	CHAIR	DATE
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**TOTAL CREDITS:** 3

**PREREQUISITE(S):** Full Time student with min 2.0 GPA overall in first year with no  
more than 2 failing grades.

**HOURS/WEEK:** N/A Minimum hours. 400 total

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*For additional information, please contact Brian Punch, Chair,  
School of Natural Environment/Outdoor Studies & Technology Programs  
(705) 759-2554, Ext. 2681*

## I. COURSE DESCRIPTION:

The student will acquire natural resources work experience in various areas of natural resources. This work experience combined with post secondary education continues to be highly valued by our employers. The Coop placement provides a training ground for the students to apply their skill sets developed in their first year of the natural resources programs. Particular emphasis will be placed on the importance of interpersonal, teamwork, technical, and leadership skills as they meet the daily challenges of a dynamic workplace environment. The work experience coupled with skills and knowledge developed throughout their coursework, place our graduates in the best possible position to develop a successful management career.

## II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Reflect and analyze what they have learned during their co op experience through the completion of weekly journals. (This outcome will reflect 20% of the final grade.)

Potential Elements of the Performance:

Document their experiences in a journal each week.

Identify technical skills being employed and areas which require improvement.

Describe new experiences which broaden their knowledge of the natural resources profession.

2. Meet with their employer and complete a performance evaluation at the end of the coop placement. (This outcome will reflect 20% of the final grade.)

Potential Elements of the Performance:

Identify and evaluate work performance in the areas identified on the evaluation sheet with immediate supervisor.

Identify any additional concerns or challenges on the evaluation sheet.

3. Complete a final technical report following technical report writing format. (This outcome will reflect 30% of final grade and highest grade in the technical report is eligible for a bursary)

Potential Elements of the Performance:

Meet with your co op employer to identify a topic.

Research topic and develop an outline for employer's review.

Search all available literature and document for referencing purpose.

&lt;insert course name here&gt;

&lt;insert course code number here&gt;

- Write report and submit report for grading
4. Complete an employer profile following the employer profile guidelines (This outcome will reflect 10% of the final grade)  
Potential Elements of the Performance:  
 Provide a background profile of the company.  
 Identify written & unwritten rules of conduct.  
 Discuss the management style.  
 Describe the company hierarchy.  
 Rate the moral of the company.
  5. Write a thank you letter to your employer. (This outcome will reflect 10% of the final grade.)  
Potential Elements of the Performance:  
 Formally document your appreciation of the learning you received from the co op placement.  
 Secure future employment by letting your employer know that you enjoyed the co op experience.
  6. Write and Submit 2 suggestions for improvement to the employers operations. (This outcome will reflect 10% of the final grade)  
Potential Elements of the Performance:  
 Communicate in writing 2 ways for the operations to improve based on your experiences.

**III. TOPICS:**

1. Employer profile.
2. Technical report.
3. Two Suggestions to Improve Operations.
4. Thank you letter.
5. Activity & Reflection Log
6. Employer Evaluation

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

None

&lt;insert course name here&gt;

&lt;insert course code number here&gt;

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Employer profile.	10%
Technical report.	30%
Two Suggestions to Improve Operations.	10%
Thank you letter.	10%
Activity & Reflection Log	20%
Employer Evaluation	20%
Total	100%

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**VI. SPECIAL NOTES:**Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

&lt;insert course name here&gt;

&lt;insert course code number here&gt;

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C", (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

&lt;insert course name here&gt;

&lt;insert course code number here&gt;

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of, *March*, will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.