COURSE OUTLINE: CWF100 - CO-OP PLACEMENT I

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Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

Course Code: Title	CWF100: CO-OP WORK PLACEMENT I
Program Number: Name	5212: ADVENTURE RECREATION 5214: FISH/WILD CONSERVATN 5220: NAT ENVIRONMENT TN 5221: NAT ENVIRONMENT TY 5230: FORESTRY TECHNICIAN
Department:	NATURAL RESOURCES PRG
Semesters/Terms:	20F, 21W, 21S
Course Description:	The student will acquire natural resources work experience in various areas of natural resources. 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.
Total Credits:	3
Hours/Week:	3
Total Hours:	400
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: Please refer to program web page for a complete listing of program outcomes where applicable.	**5212 - ADVENTURE RECREATION** VLO 1 Demonstrate clear, concise and industry appropriate written, spoken and visual communication skills. VLO 4 Identify and evaluate the requirements for leading and participating in expeditions or field exercises using a variety of Adventure Recreation activities. VLO 5 Start and manage a career in the Adventure Recreation and Parks field. VLO 6 Demonstrate a sound understanding of the significance of the Adventure Recreation and Parks Industry including relevant legislation, trends and issues. **5214 - FISH/WILD CONSERVATN** VLO 1 Demonstrate clear, concise and industry appropriate written, spoken and visual communication skills VLO 3 Demonstrate the ability to follow standardized protocols to collect field data on fish and wildlife populations in a variety of weather and site conditions. VLO 5 Start and manage their careers in the Fish and Wildlife Conservation field. VLO 11 Analyze, evaluate and apply subjective and objective safety considerations. **5220 - NAT ENVIRONMENT TN**

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	VLO 6 Practice principles and ethics associated with natural resource conservation and management issues.
	VLO 7 Work safely in adherence to occupational health and safety standards.
	VLO 8 Complete all work in compliance with applicable municipal, provincial and federal standards and guidelines.

5221 - NAT ENVIRONMENT TY

VLO 3   Apply the basic concepts of science to natural resource conservation and management.

VLO 10   Communicate technical information accurately and effectively in oral, written, visual and electronic forms.

VLO 11   Develop and present strategies for ongoing personal and professional development to enhance performance as an environmental technologist.

5230 - FORESTRY TECHNICIAN

VLO 8   Work independently and in a collaborative environment while applying effective teamwork, leadership and interpersonal skills.

VLO 9   Communicate technical information to a variety of stakeholders in oral, written, visual and electronic forms.

VLO 10   Develop strategies for ongoing professional development to enhance work performance in the forestry sector.

Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
	EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
	EES 10 Manage the use of time and other resources to complete projects.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Other Course Evaluation & Assessment Requirements:	The highest grade in the technical report is eligible for a bursary.

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2020-2021 academic year.

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Course Outcomes and Learning Objectives:	Course Outcome 1	Learning Objectives for Course Outcome 1
	1. Reflect and analyze what they have learned during their co-op experience through the completion of weekly journals.	1.1 Document their experiences in a journal each week. 1.2 Identify technical skills being employed and areas which require improvement. 1.3 Describe new experiences which broaden their knowledge of the natural resources profession. 1.4 Communicate in writing 2 ways for the operations to improve based on your experiences. 1.5 Meet with employer to discuss ways to seek employment in their field and also to expand their network.
	Course Outcome 2	**Learning Objectives for Course Outcome 2**
	2. Meet with their employer and complete a performance evaluation at the end of the co-op placement.	2.1 Identify and evaluate work performance in the areas identified on the evaluation sheet with immediate supervisor. 2.2 Identify any additional concerns or challenges on the evaluation sheet.
	Course Outcome 3	**Learning Objectives for Course Outcome 3**
	3. Complete a final technical report following technical report writing format.	3.1 Meet with your co-op employer to identify a topic. 3.2 Research topic and develop an outline for employer```` `s review. 3.3 Search all available literature and document for referencing purpose. 3.4 Write report and submit report for grading.
	Course Outcome 4	**Learning Objectives for Course Outcome 4**
	4. Complete an employer profile following the employer profile guidelines	4.1 Provide a background profile of the company. 4.2 Identify written & unwritten rules of conduct. 4.3 Discuss the management style. 4.4 Describe the company hierarchy. 4.5 Rate the morale of the company.
	Course Outcome 5	**Learning Objectives for Course Outcome 5**
	5. Write a thank you letter to your employer.	5.1 Formally document your appreciation of the learning you received from the co-op placement. 5.2 Secure future employment by letting your employer know that you enjoyed the co-op experience.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Activity & Reflection Log	30%
Employer Evaluation	20%
Employer Profile	10%
Technical Report	30%
Thank You Letter	10%

Date: June 17, 2020

Addendum: Please refer to the course outline addendum on the Learning Management System for further

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