SAULT COLLEGE

SAULT STE. MARIE, ONTARIO

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COURSE OUTLINE

COURSE TITLE:	Coop Work Placement 1

CODE NO. :	CWF 100	**SEMESTER:**	B/W 2&3

PROGRAM:	Adventure Recreation and Parks, Forest Conservation, Fish and Wildlife Conservation, Natural Environment Tech.

AUTHOR:	John Clement

DATE:	Jan. 2015	**PREVIOUS OUTLINE DATED:**	Jan. 2014

APPROVED:

Colin Kirkwood   Jan. 2015

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Dean   **DATE**

TOTAL CREDITS:	3

PREREQUISITE(S):	Full time student with min. 2.0 GPA and no more than 2 failing grades
HOURS/WEEK:	400 hours total

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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 coop experience through the completion of weekly journals. (This outcome will reflect 30% 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.
- Communicate in writing 2 ways for the operations to improve based on your experiences.
- Meet with employer to discuss ways to seek employment in their field and also to expand their network.

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)
<u>Potential Elements of the Performance</u>:

- Meet with your coop employer to identify a topic.
- Research topic and develop an outline for employer's review.
- Search all available literature and document for referencing purpose.
- 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)
<u>Potential Elements of the Performance</u>:

- 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.)
<u>Potential Elements of the Performance</u>:

- Formally document your appreciation of the learning you received from the coop placement.
- Secure future employment by letting your employer know that you enjoyed the coop experience.

III.   TOPICS:

1.   Employer profile
2.   Technical report
3.   Thank you letter
4.   Activity & reflection log
5.   Employer evaluation

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

None.

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V.   EVALUATION PROCESS/GRADING SYSTEM:

Employer profile	10%
Technical report	30%
Thank you letter	10%
Activity & Reflection Log	30%
Employer Evaluation	20%
Total	**100%**

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

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:

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.

VII.   COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part
of this course outline.