



**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.  
 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: N/A****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:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	

Co op Placement

CWF 100-3

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:

### Special Needs:

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

### 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.

### 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*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

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.

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

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.