

ENVT 220, Co-op Work Term

10 credits, 600 hours

Students in the Co-op Education program will be registered under this course number for their work placement, from May to August, following the successful completion of Terms 1 & 2 of their Environmental academic program.

Prerequisite: Completion of Terms 1 & 2 of the Environmental Technology Diploma

Work Experience Coordinator

TDB

Faculty Contact

Dr. Blaine Legaree
S209D
780-792-5616
blaine.legaree@keyano.ca

Office Hours

XXXXXX

Hours of Instruction

XXXXXX

Required Resources

XXXXXXXX

Course Outcomes

- Gain practical knowledge, safety training and worksite safety awareness
- Develop problem solving skills working as an individual, and as a team member
- Apply laboratory and classroom learning to employment activities, working within regulatory guidelines
- Develop professional capabilities, interpersonal skills, and effective teamwork
- Communicate clearly and effectively in writing and personally
- Develop self-assessment abilities
- Prepare effective resumes and cover letters, and attend interviews with confidence

Evaluation

Grade will be PASS or FAIL.

Work experience components:

The following work experience components must be successfully completed based on assessments from employers, faculty, and the work experience coordinator:

- job start verification
- student feedback
- employer evaluations
- worksite visit
- monthly journals
- final report
- oral presentation

NOTE: Students must be paid employees of the organization with whom they are completing their Work Term.

NOTE: Employers can terminate work placements if students do not comply with employment conditions. Students who are terminated from their work placements for cause are automatically assigned a failing grade for ENVS 3020.

Deadlines and contact information

- Job Start Verification emailed to the Work Experience Coordinator by the end of first week of employment.
- Student Feedback Form to the appropriate Faculty Contact within 4 weeks of beginning the work term position.
- Monthly Journals to the appropriate Faculty Contact at the end of each month of the work term (typically May, June, July, and August). Indicate in the subject title your email: ENVS 3020 Journal [month].
- Employer Evaluations emailed to the appropriate Faculty Contact at the end of the second month and end of the fourth month of the work term (typically end of June, end of August). Indicate in the subject title your email: ENVS 3020 employer evaluation [month].

- Final Report emailed to the appropriate Faculty Contact by the end of the final week of the work term (typically the last week of August). Indicate in the subject title of your email: ENVS 3020 final report.

Worksite visit

The Work Experience Coordinator will contact the student to initiate worksite visits. There will be a minimum of one worksite visit/contact per work term in person or by phone. It is expected that the student will facilitate the worksite visit with their employer and Work Experience Coordinator.

The purpose of the worksite visits are to ensure that expectations of the student, employer and Keyano College are being met, including but not limited to safety, and quality, quantity and nature of work.

Monthly Journals

The focus for the journals should be on what you are learning, but avoid providing a detailed daily list of tasks. Journals may be written in a narrative or bullet format. For bullet format please ensure that each bullet is descriptive. Regardless of the format, writing quality is important.

Confirm with your employer what information you may include in your journals as some information may be proprietary or otherwise not for general disclosure. If your employer will not authorize any information to be disclosed in a journal for your course, notify your Faculty Contact immediately.

Suggested content for the journals is shown below, but decide for yourself what content is appropriate as you progress through your work experience. If in doubt, ask your Faculty Contact for additional guidance.

- Description of orientation to site.
- Discussion of safety, training received, and hazards encountered.
- Discussion of tasks completed, operational methods learned and activities involving technical skills.
- Development of interpersonal skills and teamwork.
- Situations where you were in a leadership role.
- Confirm in your last monthly journal that your employer has approved employment information disclosure in your oral presentation.

Example of a Monthly Journal Submission:

Student Name: Jane Doe

Job Title: Reclamation Technologist

Employer: Acme Holdings Ltd.

Time span: 3 May 2019 – 31 May 2019

1. Researched well, reclamation and land files for information on well sites in the Warburg area targeted for abandonment and reclamation.
2. Participated in safety meeting. Reviewed ground disturbance documentation: Albert First Call, title search, line locating plot plans, air photos and BCC Pipeline plot plan.
3. Researched EUB Spill Reporting data and AccuMap for info on Warburg wells
4. Logged soil profile according to the following parameters: texture, moisture, colour (Munsell), visual impacts if any, depth, odour if any.
5. Handed "Phase One" files for Warburg wells off to XYZ Consulting to complete Alberta Environment Phase One Applications
6. Evaluated the following soil parameters for the DSAs: texture, aggregate strength, colour (Munsell Colour Chart), size, soil order & suborder, moisture content and profile depth.
7. Evaluated the following vegetative parameters for the DSAs: species, height, colour, density, health, and vigour.
8. Assisted XYZ Consulting Ltd. install piezometers at one well. Installed one nested pair, four onsite and three offsite
9. Travelled to Valleyview to assist XYZ Consulting with Phase Two investigations.
10. Logged soil profile according to the following parameters: texture, moisture, colour (Munsell), visual impacts of any depth and odour if any.

Oral Presentation*Expectations:*

- Obtain permission from your employer to include employment information in your presentation. Confirm in your last monthly journal that your employer has approved employment information disclosure in your oral presentation.
- Presentations will be scheduled within one month of your return to school after the work term is complete (typically in September). The specific time and date of the presentation will be decided upon by mutual agreement of the student and faculty involved.
- The presentation format will be 10-15 minutes presentation time, followed by a 5 minute question period.
- Presentations will be evaluated by invited guests, faculty and course coordinators. However, the audience will also include other students in the environmental program. Target your presentation to your peers (other students) in the audience.

Content Suggestions for Oral Presentation:

- Employer information
- Your position and role within the company/lab.
- Your job description and assigned tasks, including any projects that were specifically assigned to you.
- Accomplishments and employment competencies.
- Personal and professional skills that served you best in your employment.
- Learning experiences, professional and personal.
- Any other aspects of the work experience that you feel are worth sharing with your peers.

Final Report

The content and direction of the final report will be decided upon *in advance* by mutual agreement of student, employer, and Faculty Contact. Students are encouraged to discuss the final report requirements with their Faculty Contact as soon as possible. Mutual agreement will be indicated by way of emails that include all parties.

Final reports may take the form of a formal narrative-style write up of work experiences and activities over the course of the work term, including a thoughtful self-assessment of competencies and areas with room for growth.

Final reports may also take the form of a formal write-up of a designated project on which the student was in a leadership role.

Final reports will be approximately 4-5 pages and must be prepared in a professional manner, adhering to all standard requirements of university-level writing including grammar, composition, and the inclusion of references as appropriate.

Health and Safety

At the start of the work experience: become familiar with employer's safety orientation, protocols and incident reporting procedures. Ask your employer for this information if it is not supplied during the first three days on the job. Contact the Work Experience Coordinator if safety information isn't available.

Vehicle insurance: check that employer insurance coverage is present on company vehicles. Insurance coverage is required on private vehicles when used for employment purposes.

International travel: Contact the Work Experience Coordinator to confirm that visa requirements and insurance coverage is compliant with Keyano College policies.

Workplace accidents, incidents, or 'near misses': email information about safety incidents immediately to Contact the Work Experience Coordinator. Indicate in the subject title of your email: ENV5 SAFETY.

Management of Work Experience Employment Conditions

Follow the process shown below when dealing with issues arising about employment conditions:

Step 1: Students must first ask for information and/or assistance from the employer about employment conditions: e.g., safety concerns, job description, work hours, remuneration, performance evaluation. Document the nature and outcome of all meetings.

Step 2: If Step 1 doesn't solve the problem, contact the Work Experience Coordinator to discuss the situation. Meetings can then be arranged with the employer, student, faculty and course coordinators as necessary.

Performance Requirements and Student Services

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar. The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own;
- The use of unauthorized aids in assignments or examinations (cheating);
- Collusion or the unauthorized collaboration with others in preparing work;
- The deliberate misrepresentation of qualifications;
- The willful distortion of results or data;
- Substitution in an examination by another person;
- Handing in the same unchanged work as submitted for another assignment; and
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work may not be graded until you show this signed certificate.

Specialized Supports

The Student Services Department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented through a model to respond to the restrictions in force at the time. In-person and virtual services will be offered. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30. The College is closed for statutory holidays. If you require support outside of regular business hours, please inform the support service team, and we will do our best to accommodate your needs.

Accessibility Services: provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility supports and to book an appointment, please contact accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing accessibility.services@keyano.ca

Wellness Services: offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. Students may access services virtually and in-person.

Wellness Services welcomes students to participate in any of the group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research and information supports as they engage in their studies. Library staff are available to support you both online and in-person throughout the semester. For a detailed list of library supports and services, go to www.keyano.ca/library. For all inquiries, please email askthelibrary@keyano.ca or chat with us online.

Begin your research with the [Library's FIND page](#). Search for information and sources for your assignments using the OneSearch, the Library's Catalogue, or by searching in a specific database selected from the [A-Z Database List](#).

Individual support with us is available. For support with citations, research and other information needs, appointments can be booked using the online [Book A Librarian Calendar](#). For support with Moodle, educational tools for assignments, Microsoft Office, Zoom, Teams and more, book an appointment using the online [Educational Technology Support Calendar](#).

Research and subject guides are helpful resources when beginning your research, assignment, using new educational technology, or addressing other information needs. To view a subject or course-specific guide, check out the complete listing of online [Subject Guides](#).

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the [Research Help Library page](#).

The Loanable Technology collection is available to support students in their learning pursuits, whether online, in person or both. Items available for borrowing include mobile projectors, webcams, noise-cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing as well as support available, go to the Library's [Loanable Technology webpage](#).

Academic Success Centre: The Academic Success Centre is a learning space in the Clearwater Campus (CC-119) at Keyano College. Students can gather to share ideas, collaborate on projects, get new perspectives on learning from our Academic Content Specialists, or use the Centre's educational resources. The Academic Success Centre provides academic support services to students registered in credit programs at Keyano College in the form of individual tutoring, writing support groups, facilitated study groups, workshops, and study space. Services are **free** to Keyano students.

Academic Content Specialists are available in the areas of Math, Science, Human Services, and English/Humanities. This covers all courses offered at Keyano. The Academic Success Coach can also be found in the Academic Success Centre.

For the most up to date information on how to book a session, please view [the Keyano Academic Success Centre homepage](#).

Academic Integrity: The goal of the Academic Success Centre is to foster a student's ability to learn effectively and independently. Students registered at Keyano College are welcome to drop by the Centre to visit with any of our Academic Content Specialists to discuss their academic concerns.

Availability: Monday to Friday: 8:30 a.m. – 4:30 p.m. Flexible times may be available upon request. Virtual and in-person sessions, please email to get in contact with our Academic Content Specialists. For the most up to date information on how to book a session, please view the [Academic Success Centre homepage](#).

Academic Success Coach: offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. Academic.success@keyano.ca is the best way to access resources during blended service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

E-Learning

Technology and internet will impact your online learning experience. It's important that you can watch an online video and other course materials, take online quizzes and participate in a live class with your instructor and other students. Live/virtual classes will be hosted in Microsoft Teams or Zoom.

For all course delivery types, you will access your course resources on Keyano's learning management system, **Moodle (iLearn)**. Login in using your [Keyano username and password](#).

Keyano College operates in a Windows based environment, and having the correct tools for online learning is important. Here's a list of recommended system requirements.

Internet Speed

Minimum Internet speeds of 10 Mbps.

Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home).

Check your internet speed with [Fast.com](https://www.fast.com).

System requirements:

Microsoft Windows	Apple
Minimum Requirements: A Windows 10 computer/laptop <ul style="list-style-type: none"> Minimum 4GB of RAM. 10GB+ available hard drive storage. Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees. Microphone, webcam and speakers. A headset with a microphone is recommended. System updates must be regularly installed. Anti-Virus / Anti-Malware software 	Minimum Requirements: A Macintosh (V10.14 and above) computer/laptop <ul style="list-style-type: none"> Minimum 4GB of RAM. 10GB+ available hard drive storage. Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees. Microphone, webcam and speakers. A headset with a microphone is recommended. System updates must be regularly installed. Anti-Virus / Anti-Malware software.
Recommended Requirements <ul style="list-style-type: none"> 8GB of RAM A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free. 	Recommended Requirements <ul style="list-style-type: none"> 8GB of RAM A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.
<p>Chromebooks are not recommended as they are not compatible with testing lockdown browsers.</p> <p>A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p>	

Specific Department Requirements:

Business and OA programs require Windows 10.
 Other programs may utilize Windows based tools as well.

Computer Software

Students will be able to get access to Microsoft Office 365 for free using Keyano credentials by [clicking here](#).

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or course materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property.

The [Academic Integrity Policy](#) provides additional information on Keyano College's expectations from students as members of the intellectual community.

ITS Helpdesk

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.