
Co-op Preparation and Engagement

The course is comprised of a series of 10 seminars where attendance is mandatory. Students need to arrive to each seminar on-time and be ready to actively participate in the different activities and discussion. Therefore, the sole attendance to the seminar does not guarantee a passing grade for this part of the assessment – students need to be fully engaged. For example, you may have brief assigned readings to aid class discussion, or be asked to prepare items like a resume or interview questions and answers. A poorly attended seminar (e.g., arriving late, using cell phones/laptops during the seminar, and not participating in class exercises, or any disruptive behavior) will be considered as a missed seminar. A student **missing 4 or more** of the seminars will receive a ‘fail’ grade for this component which automatically leads to a fail grade for the course. Remedial plans might be possible and will be at the discretion of the Program Chair after discussion with the course instructor and the student – this plan might involve a financial cost and more time commitment from the student.

You are also required to meet with the Co-operative Education Co-ordinator for an in person resume review. This review must be scheduled on or before Friday November 29th, 2019. You will be provided with an online appointment booking tool to sign up for a resume review time.

Employer Assessment

This mark is based on the two employer evaluations that occur over the summer months while the student is on their co-op work term at the employing organization. There is a midpoint evaluation (approximately 8 weeks in) and a final evaluation. Please refer to the Co-op Handbook for more details on this component of your assessment. A student must demonstrate success on their final evaluation to pass this component of the co-op program.

Work Term Reflective Journals

The student must write brief (300-500 word) reflective journals (three) on a monthly basis (end of May, June and July). The purpose of the journal is not simply to restate what you did that month – but RETELL – RELATE – REFLECT. RETELLING what has happened so far on your co-op, RELATING it to you personally (Did you have a similar experience somewhere else? How did it make you feel?) And finally, REFLECTING on why it is important or significant to you for this journal. Failure to submit a journal (i.e. one out of three) that is thoughtful, well-written, and on time will result in a fail of this component of the course assessment. Please refer to the Co-op a0 G[w]15(e0 gpc6(y)11())TJb3(r)3(f)uþ14(s)6(j)-5(ou6(y)me)14

HEALTH AND WELLNESS SERVICES

As part of a successful graduate student experience at Western, we encourage students to make their health and wellness a priority. Western provides several on campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your graduate degree.

Students seeking help regarding mental health concerns are advised to speak to someone they feel comfortable confiding in, such as a faculty member, the Program Chair, or the MES staff.

Students who are in emotional and/or mental distress should also refer to MentalHealth@Western http://uwo.ca/health/mental_wellbeing for a complete list of options about how to obtain help.

Co-operative Education Experience – EnvrSust 9300 - Seminar Overview

No.	Topic	Date	Time
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