



<b>Expectations</b>	<p>Students are expected to:</p> <ul style="list-style-type: none"> <li>• submit all required documentation to the co-op office</li> <li>• maintain regular communication with the co-op office through @mun.ca email, telephone and/or in-person</li> <li>• respond promptly (within 24 hours) to email notices sent from the co-op office</li> <li>• behave professionally and in a manner that ensures continued employment and enhances opportunities for future employment</li> <li>• abide by the deadlines established by the co-op office.</li> </ul>
<b>Required Readings</b>	<p>There are no required readings for this course.</p>
<b>Recommended Readings</b>	<p>Ash, S.L., &amp; Clayton, P. H. (2009). Generating, deepening, and documenting learning: The power of critical reflection in applied learning. <i>Journal of Applied Learning in Higher Education</i>, 1(1), 25-48.</p> <p>Dewey, J. (1916/1944). <i>Democracy and education: An introduction to the philosophy of education</i>. New York: The Free Press.</p> <p>Habits of Mind: The Questions Intelligent Thinkers Ask that Help Them Solve Problems and Make Decisions retrieved from <a href="https://www.edutopia.org/pdfs/stw/edutopia-stw-assessment-high-sch-humanities-habits-of-mind.pdf">https://www.edutopia.org/pdfs/stw/edutopia-stw-assessment-high-sch-humanities-habits-of-mind.pdf</a></p> <p>Schön, D. A. (1983). <i>The reflective practitioner: How professionals think in action</i> (Vol. 5126). Basic books</p>
<b>Resources</b>	<p>All resources for this course, work term forms, assignment guidelines and other relevant information, are available via Memorial Online Learning, Brightspace (D2L) under the course name Co-op 1000.</p>
<b>Method of Evaluation</b>	<p>Students will receive one mark for COMP 601W at the <u>end of the work term</u> whether they complete one semester or two semesters at work.</p> <p>Students are evaluated on two components: a series of written assignments and on-the-job performance.</p> <p><b>Component 1: Written Assignments</b></p> <p>Assignments must be completed and submitted according to the description and schedule provided in the Guidelines for Work Term Assignments. Assignments will be evaluated by an Academic Staff Member in Co-operative Education (ASM-CE).</p> <p style="text-align: right;">(cont'd)</p>

**Method of Evaluation  
(continued)**

Each assignment is evaluated based on four criteria: fulfilling the brief (3 points maximum), clarity of expression (3 points maximum), reflection & thoughtfulness (3 points maximum) and meeting the submission deadline (1 point maximum) for a total of a maximum of 10 points per assignment.

Assignments are marked on a scale of pass with distinction (9-10 points), pass (5-8), Fail (<5).

A single overall grade of PASS WITH DISTINCTION, PASS or FAIL will be assigned for all assignments collectively at the end of the work term.

A grade of PASS WITH DISTINCTION will be awarded if at least half of the assignments are graded as PASS WITH DISTINCTION and the other half are graded as PASS.

A grade of PASS will be awarded if at least three-quarters of the assignments are graded as PASS.

A grade of FAIL will be awarded if more than a quarter of the assignments receive a grade of FAIL.

**Component 2: On-the-job Student Performance**

Student on-the-job performance is assessed by the ASM-CE using information gathered during the work term and formal written input from the employer.

Evaluation of the job performance will result in one of the following classifications: PASS WITH DISTINCTION, PASS or FAIL

**Overall evaluation**

Overall evaluation of the work term will result in one of the following final grades on the transcript:

- An overall grade of PASS WITH DISTINCTION means that the student has received a PASS WITH DISTINCTION on both the job performance and the assignments (i.e. PWD/PWD).
- An overall grade of PASS means that the student has received at least a grade of PASS on one or both the job performance and the assignments (i.e. PASS/PASS or PWD/PASS).
- FAIL means that the student has received a grade of FAIL on either or both the job performance and the assignments (i.e. PASS/FAIL or PWD/FAIL).

<b>Co-op Policies and Procedures<sup>2</sup></b>	
<b>Workplace policies</b>	Students are responsible for understanding the policies of their employer and for acting in accordance with those policies. You must abide by company/organization rules and regulations, particularly with respect to safety, work habits and work hours.
<b>Work Schedule</b>	Your work and work term schedule is assigned by your employer. Please communicate with your supervisor regarding your work schedule, workflow and assigned tasks.
<b>Extending the work term</b>	If, by mutual agreement, you and your employer wish to extend your work term into the next semester, you must notify the co-op office before the first day of exams (see <a href="#">University Diary</a> ) in the current semester.
<b>Problems on the Job</b>	If you encounter difficulties during your work term, you should initially try to solve the problem in consultation with your employer. If these difficulties cannot be resolved, then you should contact the course instructor for advice.
<b>Labour Disputes and Other Work Disruptions</b>	In the event of a labour dispute or other work disruption please contact the course instructor and refer to Co-op 1000.
<b>Harassment</b>	If you experience any form of harassment at work please contact the course instructor immediately to discuss the issue and a course of action. Please refer to Co-op 1000 for more information.
<b>Quitting a Job</b>	A student who quits a job without permission from the co-op office normally fails the work term.
<b>Sickness, Injury, Missed Testing and Late Policies</b>	<p>Students who miss work because they are sick will normally be required to make up the lost time.</p> <p>Students who become ill for an extended period of time or receive a serious injury are advised to contact the course instructor. In some cases, you may be given a medical deferral or exemption from the work term, and you are advised to obtain a doctor's letter outlining the nature of the illness or injury.</p> <p>Please see the University Calendar for information on policies relating to students who are prevented from completing a part of the evaluation  <a href="http://www.mun.ca/regoff/calendar/sectionNo=REGS-0601#REGS-1949">http://www.mun.ca/regoff/calendar/sectionNo=REGS-0601#REGS-1949</a></p>
<b>Email Policy</b>	All communication between students and the co-op office will be through the @mun.ca domain. Students must continue to check their @mun.ca account daily while on the work term. You can expect a prompt reply to any correspondence during normal business hours.

<sup>2</sup> See Co-op 1000 for in-depth information on policies and procedures for co-op students

<b>Co-op Policies and Procedures<sup>3</sup></b>	
<b>Accommodation of Students with Special Needs</b>	Memorial University is committed to facilitating and promoting an accessible, inclusive, and mutually respectful learning environment. Students requiring special accommodation are asked to communicate firstly with the Glenn Roy Blundon Centre ( <a href="http://www.mun.ca/blundon">www.mun.ca/blundon</a> ) at the earliest opportunity. University policies and procedures pertaining to accommodations for students with disabilities can be found at <a href="http://www.mun.ca/policy/site/policy.php?id=239">www.mun.ca/policy/site/policy.php?id=239</a> .
<b>Academic Misconduct and Plagiarism</b>	<p>Work term students are expected to maintain a high level of scholarly integrity. You are encouraged to review Memorial's policies on Academic Misconduct <a href="http://www.mun.ca/regoff/calendar/sectionNo=REGS-0748">http://www.mun.ca/regoff/calendar/sectionNo=REGS-0748</a>.</p> <p>Work term Assignments represent original work written and submitted for this course only. Academic offenses will not be tolerated. Students are reminded of the definition of plagiarism from the University Calendar: <i>plagiarism is the act of presenting the ideas or works of another as one's own. This applies to all material such as essays, laboratory assignments, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs, research results, and theses. The properly acknowledged use of sources is an accepted and important part of scholarship. Use of such material without acknowledgment is contrary to accepted norms of academic behaviour.</i></p> <p>Information regarding acceptable writing practices is available through the Writing Centre at <a href="http://www.mun.ca/writingcentre">www.mun.ca/writingcentre</a>.</p>
<b>Academic Advice</b>	I would be happy to answer questions about this course and related matters. If you need information about your program requirements and course selections, first consult the University Calendar ( <a href="http://www.mun.ca/regoff/calendar/">http://www.mun.ca/regoff/calendar/</a> ). I can also put you in touch with an academic advisor.
<b>University Policies and Support</b>	<ul style="list-style-type: none"> <li>• The Commons (QEII library) provides access to print, electronic and technology resources.</li> <li>• The Counselling Centre (UC-5000) helps students develop their personal capabilities, ranging from study strategies to assisting distressed students.</li> <li>• The Glenn Roy Blundon Centre (UC-4007) serves students whose disabilities involve conditions affecting mobility, vision, hearing, learning (disabilities), chronic illness, or mental health; support is also provided to students with documented temporary illnesses and injuries.</li> <li>• Student Life (ASK, UC-3005) answers questions about such things as courses, housing, books, financial matters and health.</li> <li>• The Writing Centre (SN-2053) is a free, drop-in facility for students and helps them become better writers and critical thinkers.</li> </ul>

<sup>3</sup> See Co-op 1000 for in-depth information on policies and procedures for co-op students