LE / COOP 3100 2.0 SECTION M
CRITICAL REFLECTION USING PROFESSIONAL P
FALL 2017 / WINTER 2018

COURSE CALENDAR DESCRIPTION

Learning from the co-op experience and integrating that knowledge into academic studies. Use of the co-op e-Portfolio for targeted discussion topics focusing on professionalism, continuous learning, communications, and the workplace. Offered online. Estimated time in required learning activities: 3 hours per week.

Prerequisites: LE/COOP 2100 2.00. This course must be taken during the student's last co-op work-term. Enrolment in the Lassonde Co-op Option, requiring a GPA of 5.0. Co-requisites: LE/COOP 3109 0.00, or LE/COOP 4109 0.00.

INSTRUCTOR(S)

TBD

TOPICS AND CONCEPTS

Week 01-02: Individual and team work
- Identify key insights from previous individual and team experiences from previous work terms.
- Analyze how practical problems addressed in the workplace.

Week 03-04: Communication skills
- Evaluate the role that communication has as an elements of workplace decision making.
- Identify questions to conduct an informational interview

Week 05-06: Professionalism
- Create professional learning objectives.
- Develop a summary report of professional learning from conducting an informational interview

Week 07-08: Ethics and equity
- Analyze the application of professional ethics and practices in the workplace.
- Implement updates to a professional e-Portfolio

Week 09-10: Economics and project management
- Evaluate how practical problems are addressed in the work place

Week 11-12: Life-long Learning
- Reflect on lessons learned from the workplace and how they can be applied to the University context
- Create and presentation on work term learning experience

LIST OF LEARNING OUTCOMES AND EXAMPLES OF

By the end of this course, students will be able to:
- Create and share a complete professional e-Portfolio
- Use e-Portfolio to assess the effectiveness of their co-op work experience at meeting their personal goals
- Demonstrate improved communication skills
- Evaluate critically their performance in the professional workplace
• Conduct a self-assessment of achievements with respect to the Canadian Engineering Accreditation Board’s graduate attributes
• Articulate career goals based on their work experience

ADDITIONAL INFORMATION

• Offered online in Fall, Winter and Summer.
• Estimated time in required learning activities: 3 hours per week
• Student-instructor interaction is focused on feedback with regards the discussion topics and e-portfolio. Sharing of the e-Portfolio with other course participants is expected in order to generate peer-to-peer discussions and exchange of ideas.
• COOP 3100 contains approximately 26 Accreditation Units (AUs) as calculated by a K-factor of approximately 13 and a course credit weighting of 2.0. All these AUs are in the Complementary Studies category.

ACADEMIC INTEGRITY LINKS
• Senate Policy on Academic Honesty - http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/
• Academic Integrity - http://lassonde.yorku.ca/academic-integrity

STUDENT LINKS
• Student Rights and Responsibilities - http://oscr.students.uit.yorku.ca/student-conduct
• Religious Observance - https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs
• Academic Accommodation for Students with Disabilities - http://secretariat-policies.info.yorku.ca/policies/academic-accommodation-for-students-with-disabilities-policy/
• Counselling and Disability Services - http://cds.info.yorku.ca/

Many courses utilize Moodle, York University's course website system. If your course is using Moodle, click here to access it.

Moodle @ York University