EXPANDED COURSE DESCRIPTION

COOPERATIVE EDUCATION

Lassonde School of Engineering

LE / COOP 3100 2.0 SECTION A

CRITICAL REFLECTION USING PROFESSIONAL P

FALL 2018 / WINTER 2019

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. Estimated time in required learning activities: three hours per week. Prerequisite: 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 or better. Corequisites: LE/COOP 3109 0.00, or LE/COOP 4109 0.00.

INSTRUCTOR(S)

<table>
<thead>
<tr>
<th>Name</th>
<th>Section / Format / Term</th>
<th>Contact Email</th>
<th>Contact Phone</th>
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</thead>
<tbody>
<tr>
<td>Peach-Squibb, Jenny</td>
<td>Sec. A / ONLN / F</td>
<td><a href="mailto:peachsquibb@hotmail.com">peachsquibb@hotmail.com</a></td>
<td>6472674301</td>
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ADDITIONAL INFORMATION

TOPICS AND CONCEPTS

**Week 01-02: Individual and team work**
Identify key insights from previous individual and team experiences within the workplace
Determine strategies to implement for a successful work term

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

**Week 05-06: Professionalism**
Review and update 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 workplace
Analyze how practical problems addressed in the workplace

**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:

- Demonstrate improved communications skills
- Evaluate critical performance in the professional workplace
- Assess your effectiveness of your co-op work experience at meeting your goals
- Showcase your completed up-to-date professional e-Portfolio
- Articulate career goals based on industry research
- Conduct a self-assessment of achievements with respect to the Canadian Engineering Accreditation Board’s graduate attributes

GRADED ASSESSMENT

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<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Online Discussions</td>
<td>30%</td>
</tr>
<tr>
<td>Informational Interview</td>
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<tr>
<td>E-Portfolio Assignment</td>
<td>30%</td>
</tr>
<tr>
<td>Life-long Learning Presentation</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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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/
York University’s Policies on Gender/LGBTQ*/Positive Space - http://rights.info.yorku.ca/lgbtq/

LAND ACKNOWLEDGEMENT

We acknowledge our presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, the Huron-Wendat, and the Métis. It is now home to many Indigenous Peoples. We acknowledge the current treaty holders, the Mississaugas of the New Credit First Nation. This territory is subject of the Dish With One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.

The Indigenous Framework for York University: A Guide to Action can be found here: http://indigenous.info.yorku.ca/
Meaning of a land acknowledgement: http://healthydebate.ca/opinions/indigenous-land-acknowledgements

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