



ENVS*3330 Environmental Flexible Internship

Winter 2022

Section(s): C01

School of Environmental Sciences

Credit Weight: 0.50

Version 1.00 - January 04, 2022

1 Course Details

1.1 Calendar Description

This course offers an experiential learning opportunity through an unpaid 40-hour internship in the environmental sector with partners in government, industry or civil society organizations. Students will learn about the integrated nature of the environmental industry in Canada and the forces that shape this system. Knowledge of current and future trends in the environmental system will assist students with developing career- readiness skills that will be applied during the process of securing and working in an internship position. This internship is flexible and can be completed during the course or by the end of the following semester. Completing the internship is required for completing the course.

Pre-Requisites:

9 credits

Restrictions:

UNIV*2100. Not available to co-op students. Must have at least a 70% cumulative grade average. Must have at least two terms until graduation to be able to complete internship requirement before graduation. Instructor consent required.

1.2 Course Description

This course lets you apply your academic knowledge through an internship experience. It also allows for you to learn about professional development and explore your career identity. Internships are posted by supervisors who are keen on working with students; the experimental student might choose to try out a placement that they have not considered before. However, you are also encouraged to seek out internships that align with your career goals and to obtain an internship outside of the ones posted.

The teaching pedagogy is centered on your experiences, reflections, and producing tangible deliverables as assignments. The intent is to learn about yourself and learn about how you

learn, as a steppingstone towards strategic, long term career planning.

1.3 Timetable

Monday/Wednesday/Friday 10:30 – 11:20 am

Face-to-Face: MacKinnon 308

Virtual: <https://zoom.us/j/9420349237>

Timetable is subject to change. Please see WebAdvisor for the latest information.

1.4 Final Exam

There is no final exam for this course.

2 Instructional Support

2.1 Instructional Support Team

Instructor:	Danica Matovic
Email:	matovic@uoguelph.ca
Telephone:	+1-519-824-4120 x56511
Office:	JHNNH 273E
Office Hours:	Thu 11 am - 12 pm

2.2 Communicating with your Instructor

During the course, your instructor will interact with you on various course matters using the following methods of communication:

- **Announcements:** Posted on the CourseLink Course Home to provide you with reminders and updates. Please check this section frequently for course notifications from your instructor.

- **Discussion Board:** Use this discussion forum to ask questions of your instructor about content or course-related issues with which you are unfamiliar. If you encounter difficulties, the instructor is here to help you. Please post general course-related questions to the discussion forum so that all students have an opportunity to review the response. Additionally, any career building opportunities will be posted here.
 - **Email:** If you have a conflict that prevents you from completing course requirements, or have a question concerning a personal matter, you can send your instructor a private message by email. The instructor will attempt to respond to your email within 24 hours.
 - **Office Hours:** If you have a complex question you would like to discuss with your instructor, you may drop into office hours (face-to-face and/or virtual). If the office hours conflict with another commitment, please send an email to the instructor or see them after lecture to arrange for an alternate meeting.
 - **Lecture Questions:** Please feel free to gain clarity on matters during lecture time, as well as after lecture. Questions are welcomed and encouraged!
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3 Learning Resources

3.1 Additional Resources

Required Texts:	All information on CourseLink
Recommended Texts:	N/A
Lab Manual:	N/A
Other Resources:	N/A
Field Trips:	N/A
Additional Costs:	Potential travel costs associated with travel to and from internship

3.1 Course Technology and Technical Support

This course will use the following technologies:

- CourseLink
- Zoom
- Experience Guelph (www.experienceguelph.ca)

To help ensure you have the best learning experience possible, please review the list of system and software requirements: <https://opened.uoguelph.ca/student-resources/system-and-software-requirements>

CourseLink

This course is being offered using CourseLink (powered by D2L's Brightspace), the University of Guelph's online learning management system (LMS). By using this service, you agree to comply with the University of Guelph's Access and Privacy Guidelines. Please visit the D2L website to review the Brightspace privacy statement and Brightspace Learning Environment web accessibility standards: <https://www.d2l.com/legal/privacy/>, as well as the University of Guelph Privacy Policy: <http://www.uoguelph.ca/web/privacy/>.

3.1 Library Access

As a student, you have access to the University of Guelph's library collection, including both physical and electronic materials. For information on checking out or couriering physical library items, accessing electronic journals and returning items to the library, visit the library's website.

If you are studying off campus and would like to access the library's electronic resources, use the Off Campus Login and login using your Single Sign On credentials or using your last name and library barcode.

<https://www.lib.uoguelph.ca/>

<https://www.lib.uoguelph.ca/campus-login>

4 Learning Outcomes

4.1 Course Learning Outcomes

By the end of this course, you should be able to:

1. 1. Develop the skills to write a strong, professional resume and cover letter for the internship application process
2. Develop the skills to showcase their strengths, personality, achievements, and knowledge during a professional job interview
3. Research and classify industry information during a job search
4. Discuss challenges and successes with respect to personal and professional goal setting
5. Understand the sector of the industry in which the internship will be completed
6. Present ideas on career development and the environmental sector in a public forum
7. Reflect on values, strengths, personality, interests, and skills and articulate how they are relevant to the internship and future employment
8. Be able to critically reflect on personal skill development through written communication

5 Teaching and Learning Activities

5.1 Lecture and Seminar Schedule

Legend

Face to Face Lecture – MCKN 308	No lecture – <i>Independent Work</i>
Face to Face Seminar (during lecture time) – MCKN 308 Graded Activity	Virtual lecture – <i>Zoom</i>

January

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	10 <u>Lecture 1</u> Intro, Expectations & Internship Process MCKN 308	11	12 <u>Lecture 2</u> Writing a Professional Application MCKN 308	13	14 <u>Lecture 3</u> Writing a Professional Application MCKN 308
2	17 <u>Lecture 4</u> Writing a Professional Application MCKN 308	18	19 <u>Lecture 5</u> Networking, Email Writing & Professionalism MCKN 308	20	21 <u>Lecture 6</u> Interview Skills MCKN 308
3	24	25	26	27	28

	<u>Lecture 7</u> Goal Setting & Reflection <i>MCKN 308</i>		<u>Seminar 1</u> Mock Interview Practice <i>MCKN 308</i> Attendance is mandatory to submit Mock Interview Reflection assignment		<u>Seminar 2</u> Mock Interview Practice <i>MCKN 308</i> Attendance is mandatory to submit Mock Interview Reflection assignment
4	31 <u>Lecture 8</u> Introduction to the Environmental Sector & Major Challenges <i>MCKN 308</i>				

February

Week	Monday	Tuesday	Wednesday	Thursday	Friday
4		1	2 <u>Lecture 9</u>	3	4 <u>Lecture 10</u>

			Career Spotlight: Graduate Studies <i>MCKN 308</i>		Career Spotlight: Academia & Research <i>MCKN 308</i>
5	7 <u>Lecture 11</u> Career Spotlight: Indigenous Scholarship <i>Zoom</i>	8	9 <u>Lecture 12</u> Career Spotlight: Government <i>Zoom</i>	10	11 <u>Lecture 13</u> Career Spotlight: Conservation <i>Zoom</i>
6	14 <u>Lecture 14</u> Career Spotlight: Consulting <i>Zoom</i>	15	16 <u>Seminar 3</u> Interim Presentation <i>MCKN 308</i> Attendance is mandatory to submit the Interim Presentation assignment	17	18 <u>No Lecture</u> Independent internship work
RW	21	22	23	24	25

	<u>No Lecture</u> Reading Week		<u>No Lecture</u> Reading Week		<u>No Lecture</u> Reading Week
7	28 <u>No Lecture</u> Independent internship work				

March

Week	Monday	Tuesday	Wednesday	Thursday	Friday
7		1	2 <u>No Lecture</u> Independent internship work	3	4 <u>No Lecture</u> Independent internship work
8	7 <u>No Lecture</u>	8	9 <u>No Lecture</u>	10	11 <u>No Lecture</u>

	Independent internship work		Independent internship work		Independent internship work
9	14 <u>No Lecture</u> Independent internship work	15	16 <u>No Lecture</u> Independent internship work	17	18 <u>No Lecture</u> Independent internship work
10	21 <u>No Lecture</u> Independent internship work	22	23 <u>No Lecture</u> Independent internship work	24	25 <u>No Lecture</u> Independent internship work
11	28 <u>No Lecture</u> Independent internship work	29	30 <u>No Lecture</u> Independent internship work	31	

April

Week	Monday	Tuesday	Wednesday	Thursday	Friday
11					1 <u>No Lecture</u> Independent internship work
12	4 <u>Seminar 4</u> Final Presentations <i>MCKN 308</i> Attendance is mandatory to submit the Final Presentation assignment	5	6 <u>Seminar 5</u> Final Presentations <i>MCKN 308</i> Attendance is mandatory to submit the Final Presentation assignment	7	8 <u>Lecture 15</u> Wrap-up <i>MCKN 308</i>

5.2 Internship Schedule

Important dates:

Monday January 10th – Internship postings are viewable on Experience Guelph

Monday January 31st – Internship postings can be applied to on Experience Guelph

Sunday February 6th – First deadline to apply to internships on Experience Guelph

Monday February 7th – Earliest possible internship start date

Sun Feb 13th, Mon Feb 21st, Sun Feb 27th, Sun Mar 6th, Sun Mar 13th – Deadlines to apply to internships on Experience Guelph

Sunday March 20th – Final deadline to apply to internships on Experience Guelph

Friday March 25th – Deadline to confirm an internship

Please refer to Internship Guidelines document for detailed placement procedure:
<https://courselink.uoguelph.ca/d2l/le/content/709848/viewContent/2858498/View>.

For an internship to be guaranteed to a student, they must meet the following criteria:

- Submission of the Draft and Final Application by the due date, with a passing grade on the Final Application
- Application to Internships on Experience Guelph and/or communication with the Internship Coordinator on their progress in securing an internship

Due dates for deadlines of 2 assignments depend on internship placement and completion. They will be confirmed with each student individually. Internships may be completed as late as the end of the following semester, so the final self reflection paper may be due as late as W22. Final grades will not be complete until after the final self reflection is submitted and graded.

6 Assessments

6.1 Marking Schemes & Distributions

Name	Weighting (%)
Tailored Job Application	15%
Mock Interview Reflection	10%
Presentation	18%
Host Organization Information and Goal Setting	20%
Self-Reflection	37%

6.2 5.2 Assignment Details

Tailored Job Application – Draft (5%) + Final (10%) = 15%

Draft Due Date: Sun Jan 23 @ 11:59 pm on Dropbox

Final Due Date: Sun Jan 30 @ 11:59 pm on Dropbox

Learning Outcomes: 1, 2

Cover letter and resume targeted to specific job or internship posting. Detailed information posted on CourseLink and given in lecture.

Mock Interview Reflection – 10%

Mock Interviews: Wed Jan 26 & Fri Jan 28 @ 10:30 am in MCKN 307

Due Date: Wed Feb 4 at 11:59 pm (for Wed Jan 26 group) and Fri Feb 6 at 11:59 pm (for Fri Jan 28 group) on Dropbox

Learning Outcomes: 2, 3

Attend Seminar(s) during lecture times to conduct mock interviews. Submit written assignment reflecting on experience. Detailed information posted on CourseLink and given in lecture.

Presentation – Interim (6%) + Final (12%) = 18%

Interim Presentation: Wed Feb 16 @ 10:30 am

Final Presentations: Mon Apr 4 & Wed Apr 6 @ 10:30 am

Learning Outcomes: 3, 5, 6, 7

Research sectors of the environmental industry and career prospects within them to present to the class. Feedback will be given during interim presentation style and delivery to be implemented in final. Detailed information posted on CourseLink and given in lecture.

Host Organization Information and Goal Setting – 20%

Due Date: 2 weeks after internship is confirmed by instructor via email

Learning Outcomes: 4

Research host organization and set goals for internship. Detailed information posted on CourseLink and given in lecture.

Self-Reflection – 37%

Due Date: 2 weeks after internship 40th hour of internship is completed i.e., after end date

Learning Outcomes: 7, 8

Critically reflect on internship experience as well as the goals that were set prior to start date. Detailed information posted on CourseLink and given in lecture.

7 Course Statements

7.1 Grading Policies

Late Policy

Assignments are assigned a date and time for submission. Assignments may be submitted after that time up to a maximum of six days subject to a late penalty. The late penalty is a deduction of marks at the rate of 5% per day. Assignments will not be accepted after sixth day.

Extensions for assignments may be granted in accordance with the University's policy regarding academic consideration.

If you require an extension, discuss this with the instructor, in writing, as soon as possible and well before the due date.

8 University Statements

8.1 Email Communication

As per university regulations, all students are required to check their e-mail account regularly: e-mail is the official route of communication between the University and its students.

8.2 When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. The grounds for Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Graduate Calendar - Grounds for Academic Consideration

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

Associate Diploma Calendar - Academic Consideration, Appeals and Petitions
<https://www.uoguelph.ca/registrar/calendars/diploma/current/index.shtml>

8.3 Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all students (undergraduate, graduate and diploma) except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses
<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Graduate Calendar - Registration Changes
<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-regchg.shtml>

Associate Diploma Calendar - Dropping Courses
<https://www.uoguelph.ca/registrar/calendars/diploma/current/c08/c08-drop.shtml>

8.4 Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

8.5 Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to make a booking at least 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time.

For Guelph students, information can be found on the SAS website
<https://www.uoguelph.ca/sas>

For Ridgetown students, information can be found on the Ridgetown SAS website
<https://www.ridgetownc.com/services/accessibilityservices.cfm>

8.6 Academic Integrity

The University of Guelph is committed to upholding the highest standards of academic integrity, and it is the responsibility of all members of the University community-faculty, staff, and students-to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff, and students have the responsibility of supporting an environment that encourages academic integrity. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

Undergraduate Calendar - Academic Misconduct
<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Graduate Calendar - Academic Misconduct
<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

8.7 Recording of Materials

Presentations that are made in relation to course work - including lectures - cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

8.8 Resources

The Academic Calendars are the source of information about the University of Guelph's procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars
<https://www.uoguelph.ca/academics/calendars>

8.9 Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via CourseLink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by email.

8.10 Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g.. final exam or major assignment).

8.11 Covid-19 Safety Protocols

For information on current safety protocols, follow these links:

- <https://news.uoguelph.ca/return-to-campusess/how-u-of-g-is-preparing-for-your-safe-return/>
- <https://news.uoguelph.ca/return-to-campusess/spaces/#ClassroomSpaces>

Please note, these guidelines may be updated as required in response to evolving University, Public Health or government directives.
