
ENVS*3330 - Flexible Environmental Internship

Winter 2024 Course Outline

Section: 01

Credits: 0.50

Land Acknowledgement: Guelph

The University of Guelph resides on the ancestral lands of the Attawandaron people and the treaty lands and territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land and offer respect to our Anishinaabe, Haudenosaunee and Métis neighbours. Today, this gathering place is home to many First Nations, Inuit, and Métis peoples and acknowledging them reminds us of our important connection to this land where we work and learn.

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.

Prerequisite(s): 9 credits

Restriction(s): UNIV*2100, UNIV*3140. 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.

Department(s): School of Environmental Sciences

Lecture Schedule

MonWedFri 10:30am-11:20am in ALEX*309 (1/8 to 4/23)

Instructor Information

Alyson Brown
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Boris Martin
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Course Learning Outcomes

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

Internship Schedule

Important dates:

January 8th – Internship postings are viewable on Experience Guelph – note new ones will continue to appear.

January 15th – Internship postings can be applied to on Experience Guelph Monday,

February 5th – Earliest possible internship start date

March 1st – Deadline to apply to internships on Experience Guelph

April 5th – Deadline to complete internship hours if graduating this term

August 30th – Deadline to complete internship hours if not graduating this term

Please refer to the Internship Guidelines document for a detailed placement procedure:

<https://courselink.uoguelph.ca/d2l/le/content/774665/viewContent/3231416/View> (<https://courselink.uoguelph.ca/d2l/le/content/774665/viewContent/3231416/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 two 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 w23. Final grades will not be complete until after the final Self#Reflection is submitted and graded.

Schedule of Topics and Assignments

Day:	Date:	Topic	Activities	Due:
Mon	1/8	Lecture 1 Intro, Expectations, and Internship Process	ALEX 309 and Zoom Asynchronous recording on CourseLink	
Wed	1/10	Lecture 2 Intro to Riipen and Writing a Professional Application	Alex 309 and Zoom Asynchronous recording on CourseLink	
Fri	1/12	Lecture 3 Writing a Professional Application	Alex 309 and Zoom Asynchronous recording on CourseLink	
Mon	1/15	Lecture 4 Writing a Professional Application	Alex 309 and Zoom Asynchronous recording on CourseLink	Draft Application Due
Wed	1/17	Lecture 5 Networking, Email Writing, and Professionalism	Alex 309 and Zoom Asynchronous recording on CourseLink	
Fri	1/19	Lecture 6 Interview Skills	Alex 309 and Zoom Asynchronous recording on CourseLink	
Mon	1/22	Lecture 7 Interview Skills	Alex 309 and Zoom Asynchronous recording on CourseLink	
Wed	1/24	Lecture 8 Goal Setting and Reflection	Alex 309 and Zoom Asynchronous recording on CourseLink	
Fri	1/26	Lecture 9 Environmental Sector	Alex 309 and Zoom Asynchronous recording on CourseLink	
Mon	1/29	Seminar 1 Job Search and Elevator Pitch	Alex 309 and Zoom Asynchronous recording on CourseLink	Final Application Due
Wed	1/31	Seminar 1 Job Search and Elevator Pitch Presentations	Alex 309 and Zoom	

Fri	2/2	Seminar 1 Job Search and Elevator Pitch Presentations	Alex 309 and Zoom	
Mon	2/5	Seminar 1 Job Search and Elevator Pitch Presentations	Alex 309 and Zoom	
Fri	2/9	Articulating Strengths Lecture	ALEX 309 and Zoom	
Mon	2/12	Mock Interviews	Scheduled with Boris or Alyson	
Wed	2/14	Mock Interviews	Scheduled with Boris or Alyson	
Fri	2/16	No Class		
Mon	2/19	Winter Break		
Wed	2/21	Winter Break		
Fri	2/23	Winter Break		
Mon	2/26	No Lecture	Independent Internship Work	
Wed	2/28	Lecture 12 Career Spotlight	Alex 309 and Zoom Asynchronous recording on CourseLink	Mock Interview Reflections Due this Week
Fri	3/1	Lecture 13 Career Spotlight	Alex 309 and Zoom Asynchronous recording on CourseLink	
Mon	3/4	No Lecture	Independent Internship Work	
Wed	3/6	No Lecture	Independent Internship Work	
Fri	3/8	No Lecture	Independent Internship Work	
Mon	3/11	No Lecture	Independent Internship Work	
Wed	3/13	No Lecture	Independent Internship Work	
Fri	3/15	No Lecture	Independent Internship Work	
Mon	3/18	Seminar 2 Environmental Sector Presentation	Alex 309 and Zoom	
Wed	3/20	Seminar 2 Environmental Sector Presentation	Alex 309 and Zoom	
Fri	3/22	Seminar 2 Environmental Sector Presentation	Alex 309 and Zoom	
Mon	3/25	Seminar 2 Environmental Sector Presentation	Independent Internship Work	
Wed	3/27	Seminar 2 Environmental Sector	Alex 309 or Zoom	
Fri	3/29	Holiday - Classes Rescheduled to Monday April 8		
Wed	4/3	Last week of classes Lecture 14 Course Wrap Up	Alex 309 and Zoom	
Fri	4/5	No Lecture		
Mon	4/8	No Lecture		

Assessment Breakdown

Description	Weighting (%)	Due Date
Tailored Job Application	15%	Draft-Monday, January 15 Final- Monday, January 29
Job Search and Elevator Pitch Presentation	6%	Week of January 29
Mock Interview Reflection	10%	Week of February 26
Environmental Sector Presentation	12%	Weeks of March 18 and 25

Host Organization and Goal Setting	20%	Two weeks after internship confirmed
Self-Reflection	37%	Two weeks after internship is completed

Assessment Details

Presentation

Job Search and Elevator Pitch Presentation

6%

Presentations will discuss three job postings that you have found and are interested in, either on Experience Guelph or externally. You will also present an elevator pitch as to why you are qualified for these positions. Detailed information posted on CourseLink and given in lecture.

Course Learning Outcomes Assessed: 6, 7

Midterm

Tailored Job Application

15%

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

Course Learning Outcomes Assessed: 1, 2

Reflective Activities

Mock Interview Reflection

10%

Book a 30-minute meeting in Boris or Alyson's calendar with the title "ENVS*3330 Mock Interview – *Your First Name and Last Name*". This can be completed per your convenience during business hours the week of February 12. Submit a written assignment reflecting on experience. Detailed information posted on CourseLink and given in lecture.

Course Learning Outcomes Assessed: 2, 3

Presentation

Environmental Sector Presentations

12

Presentations will discuss the sector of the environmental industry that most interests you, including, current outlook in Canada, typical career pathways and qualifications required. Detailed information posted on CourseLink and given in lecture.

Course Learning Outcomes Assessed: 3, 5, 6, 7

Assignment

Host Organization and Goal Setting

20%

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

Course Learning Outcomes Assessed: 4

Reflective Activities

Self-Reflection

37%

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.

Course Learning Outcomes Assessed: 7, 8

Last Day to Drop Course

The final day to drop Winter 2024 courses without academic penalty is the last day of classes: April 08

After this date, a mark will be recorded, whether course work is completed or not (a zero is assigned for missed tests/assignments). This mark will show on the student's transcript and will be calculated into their average.

Course Grading Policies

Submission of Assignments

All assignments will be submitted through Dropbox on CourseLink, unless otherwise stated.

Late Assignments

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

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

Experiential Learning Component

Experiential Learning (EL) at the University of Guelph means learning through action. EL activities provide students with the opportunity to apply course material to real-world, meaningful contexts.

This course has integrated the following Experiential Learning Components: Course-Integrated Learning (<https://www.uoguelph.ca/experientiallearning/students/search-experiential-learning-opportunities/curricular-and-course-based-opportunities-0/>).

Upon successful completion, this experiential learning course will be reflected on the student's Professional and Career Development Record (PCDR). Learn about the PCDR and experiential learning at www.uoguelph.ca/pcdr (<https://www.uoguelph.ca/experientiallearning/pcdr/>).

Standard Statements for Undergraduate Courses

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 discourages misconduct. 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.

The Academic Misconduct Policy (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-misconduct/>) is outlined in the Undergraduate Calendar.

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 10 days in advance, and no later than the first business day in November, March or July as appropriate for the semester. Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time. For students at the Guelph campus, information can be found on the SAS website. (<https://www.uoguelph.ca/sas/>)

Accommodation of Religious Obligations

If you are unable to meet an in-course requirement due to religious obligations, please email the course instructor within two weeks of the start of the semester to make alternate arrangements.

See the Academic calendar for information on regulations and procedures for Academic Accommodations of Religious Obligations (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-accommodation-religious-obligations/>).

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.

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 undergraduate students 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 the Undergraduate Calendar - Dropping Courses (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/dropping-courses/>).

Email Communication

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

Health and Wellbeing

The University of Guelph provides a wide range of health and wellbeing services at the Vaccarino Centre for Student Wellness (<https://wellness.uoguelph.ca/>). If you are concerned about your mental health and not sure where to start, connect with a Student Wellness Navigator (<https://wellness.uoguelph.ca/navigators/>) who can help develop a plan to manage and support your mental health or check out our mental wellbeing resources (<https://wellness.uoguelph.ca/shine-this-year/>). The Student Wellness team are here to help and welcome the opportunity to connect with you.

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).

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.

Resources

The Academic Calendars (<http://www.uoguelph.ca/registrar/calendars/?index>) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.

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. See the Undergraduate Calendar for information on regulations and procedures for Academic Consideration. (<https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/academic-consideration-appeals-petitions/>)