

Associate Diploma in Environmental Management Co-op Work Report Guidelines

Learning Objectives:

1. To develop critical industry skills and apply academic knowledge in a professional environment through experiential learning in the environmental industry.
2. To analyze the relationship between work experience and academic learning, through the development and presentation of a Co-op work report.

Assignment – 2 Options

Students will have 2 options to complete their final report. Option 1 is to prepare an oral presentation and option 2 is to create a poster with similar information to be presented at an evening reception.

Option 1 – Oral Presentation

Prepare a 15-20 minute presentation to be evaluated by an assigned instructor. The presentation file will be submitted to your faculty advisor by the 5th Class Day of the Fall Semester prior to a public presentation. The public presentation will be scheduled early in the Fall term of the student's third semester of study.

Due Date for Option 1:

Submission of presentation file – 5th day of class of Fall Semester – EMAIL TO carthers@uoguelph.ca – Please put the following in the subject line: “DENM CO-OP Work Term Presentation”

Presentation Date: TBD

Option 2 – Poster Display

Students selecting this option will prepare a poster to be presented (informal) at a public reception where students will stand by their posters for 60 minutes and answer questions from passersby. The posters will be evaluated by an assigned instructor. Posters should be written in point form. Program instructors, co-op students at the Ridgetown Campus, and co-op employers will be invited to attend the reception.

Due Date for Option 2:

Submission of Poster – 5th day of class of Fall Semester – DROP OFF at the office of Sandra Carther, Room 121 Agronomy Building.

Presentation / Reception Date: TBD

Requirements for Either Option

Students are required to include the following elements in their presentations, for both presentation formats:

1. An introduction of themselves and their prior environmental work/volunteer experience.

2. An introduction / overview of the company that they worked for during their co-op placement.
3. Describe the workplace duties, professional expectations and responsibilities required of their position with the company.
4. Describe their personal expectations and learning goals of the co-op placement prior to the start of work and the related training opportunities provided during their placement.
5. Reflect on the knowledge gained from their experience and their ability to satisfy any &/or all of their own learning goals.
6. Identify the key areas of experiential learning that related directly to their academic courses.
7. Explain how their experience may influence their decisions and direction as they move forward in their career in the environmental industry.
8. Provide three constructive recommendations for incoming co-op students to optimize the learning and development while completing the co-op work term.

Students are encouraged to take photos / videos during their work term (subject to employer &/or co-worker approval as required) to add a multimedia component to their presentation, if it is safe to do so. Use of cameras or other recording devices is NOT permitted if it poses any risk, or increase in risk, to personal or co-worker health and safety.