School of the Environment

ENV440H1 Professional Experience Course
Summer 2024 Course Syllabus
Professor Teresa Kramarz

I CONTACTS

INSTRUCTOR
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EXPERIENTIAL LEARNING COORDINATOR
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II COURSE OVERVIEW

COURSE DESCRIPTION:
This course places you in an environmental organization or agency where you can obtain real-world experience in a professional setting. The course's academic component gives you the chance to consider and evaluate your practical experience from a broader perspective, beyond the immediate tasks of your role and responsibilities in the placement organization. The objective is to use your academic knowledge in a professional context and add practical experience to your academic education.

STUDENT LEARNING OUTCOMES:
By the end of this course student will have:

1) Gained professional work experience and skills in organizations dedicated to addressing environmental issues.
2) Evaluated their employment experience, placement objectives, and personal and professional benefits.
3) Gained a thorough understanding of both their placement organization and the broader environment in which it functions.
4) Practiced and improved their academic writing, analytical, and critical thinking abilities in assignments and oral presentations.
5) Networked with practitioners in environmental fields

III   HOW THE COURSE IS ORGANIZED

COURSE PERSONNEL

The following people have a role in the course; their responsibilities are described below:

1) The **Course Instructor, Teresa Kramarz,** is responsible for the design of the academic component of the course and for helping students develop their academic skills. She will facilitate the meetings of the class, meet with you individually, and mark the academic assignments with the teaching assistant. You should direct your questions and concerns regarding the course organization and meetings to the instructor and go to her if you need help with academic assignments. You are encouraged to e-mail her or meet with her during office hours.

2) The **Experiential Learning Coordinator, Teresa Simm,** is responsible for coordinating the work placements and for helping students and organizational partners achieve their placement-related objectives for the course. She will respond to your e-mails to help guide your progress on placement- related objectives. You may discuss with Teresa Simm any concerns associated with your placement or your workplace supervisor. You and she can arrange a phone call or online Teams meeting, as needed.

3) Your **Workplace Supervisor** is responsible for helping to define and guide your workplace project, providing you with a working environment conducive to carrying out your project, and allowing you time to ensure that your placement-related assignments for the course are completed. If you are comfortable doing so, you may want to discuss problems associated with the workplace or work project with your Workplace Supervisor before bringing them to Teresa Simm's attention to see if they can be resolved.

Students will meet four times during the summer term. In preparation for these meetings, students are expected to read relevant literature and documents, prepare presentations, and formulate questions for completing the academic assignments.

COURSE SCHEDULE & RELEVANT SESSIONAL DATES:

DATES	WEEK	TOPICS
May 9	1	Go over course syllabus, discuss roles and responsibilities, work placement logistics, course marking scheme, discuss academic assignments: - Applied Research Report– Initial Submission, due Monday, June 17. - Workplace SWOT evaluation

DATES	WEEK	TOPICS
		Brief student presentations (3 minutes) describing work placements. i) A brief introduction to your placement organization ii) The nature of your current/anticipated work in the work placement iii) What you hope to get out of the work placement experience
May 30	2	Detailed discussion of the - Applied Research Report - Initial Submission assignment (due Monday June 17). Students should come to class with their preliminary ideas for the Initial Submission assignment. Brief student presentations (3 minutes) on your organization's strengths and weaknesses
June 17	Submit: Applied Research Report– Initial Submission	

June 20	3	Detailed discussion of the
		   - Applied Research Report Final Submission assignment (due Monday August 12)
		   - Workplace SWOT evaluation assignment (due Monday July 22), and any other issues related to the course.
		
		Brief student presentations (3 minutes) of your organization's threats and opportunities

July 18	4	Final discussion of
		   - Applied Research Report - Final Submission
		   - Workplace SWOT evaluation

July 22	Submit: Workplace SWOT evaluation	
August 12	Submit: Applied Research Report: Final submission	

IV   EVALUATION/GRADING SCHEME

Assignment Name	Due date	Weight
Applied Research Report: Initial submission	Monday, June 17, 5.10pm	25%
Workplace SWOT evaluation	Monday July 22, 5.10pm	10%
Applied Research Report: Final submission	Monday, August 12, 5.10pm	45%
Participation	Ongoing	15%
Work supervisor evaluation	Monday August 12 5.10pm	5%

COURSE ASSIGNMENT DESCRIPTIONS

The assignments in this course are intended to provide you with a framework to evaluate the impact of your efforts and those of your placement organization to effect change within the environmental field. All the assignments and assessment criteria are described in detail in the ENV440 Academic Student Guide.

V COURSE POLICIES

Communication with Course Instructor and Experiential Learning Coordinator
In addition to our class meetings, you are encouraged to **communicate individually** with the course instructor by e-mail or attending her weekly office hours. You are encouraged also to communicate with the Experiential Learning Coordinator by email. You and she can arrange a phone call or online Teams meeting, as needed.

Electronic Communications
Because most of your time will be spent in the physical and/or virtual workplace, personal contact with the course instructor and placement coordinator will be limited. Thus, we will use electronic communications as a means of keeping in touch. The Quercus website will be used for posting the course syllabus and other materials related to the course. Any changes that we decide on during class meetings will be reflected in announcements or other material posted on the course website.

NOTE: All students are advised to have their notification preferences on Quercus enabled for Announcements so that you will be receiving course announcements sent via email. **You will be submitting all assignments online via the course website.**

We will provide comments electronically for each assignment. You may also use e-mail to let us know about any concerns you have with the course or your workplace. Therefore, it is essential to regularly check your utoronto e-mail.

Please note the following specific guidelines on email:
- Use a "utoronto" account to ensure receipt of messages by the instructor, Experiential Learning Coordinator and TA
- Do not end emails from the Inbox tool on the Quercus website. Messages sent from the website Inbox tool may not be received.
- Use full sentences and proper grammar when composing messages.
- Ensure your questions/comments are clear and comprehensible.
- Do not email panicked questions about an assignment the night before it's due.
- Avoid unnecessary questions by **first consulting the syllabus and academic student guide designed for this course**.
- We will endeavor to answer emails as soon as we can – sometimes right away, sometimes within 48 hours. Longer questions are best dealt with in office hours.
- Please note that the instructor and TA cannot proofread assignments via email before they are due.

Requests for Extensions
If you need an extension for an assignment, you must submit your request and get permission in writing from the course instructor before the assignment is due. Requests for extensions for any medical reason including COVID-19 or related symptoms do not need to be supported with a U of T Verification of Student Illness or Injury form or other official university documentation such as a Registrar's letter, but you do need to complete the Absence Declaration online via ACORN and inform your professor right away, to be given accommodation. For requests due to non-medical extenuating circumstances such as a family emergency, students do not need to provide any supporting documentation, but you do need to complete the Absence Declaration online via ACORN and inform your professor right away, to be given accommodation.

Late Penalties
Assignments handed in late (**i.e. after 5:10 pm on the day they are due)** will incur a penalty of 2% per day (including weekends) **to a maximum of 20%**, after which the assignment will no longer be accepted and will be given a mark of zero.

Remarking term work policy
Requests for "remarks" must be submitted in writing within two weeks of the date the graded assignment was made available to students. Late requests will not be accepted. To request a remark, you must submit a written explanation detailing precisely why you believe your assignment should receive a different grade. Any remarking will involve the entire assignment, not simply the questions or portion you believe were scored improperly. The revised mark stands.

All students are **REQUIRED** to retain a personal electronic copy of all work undertaken for this course as well as *all rough materials, references, sources, and working notes* until the marked original has been returned.

IN CASE OF DIFFICULTIES
If you encounter any difficulties in your work placement, please do not delay in addressing them. Unless the problem is related to HR (e.g. you have been harassed or discriminated against in the workplace), attempt to solve the problem yourself, in discussion with your work supervisor and/or colleagues. **If this does not work, then contact Teresa Simm immediately**. Our experience shows that problems that could be solved if addressed early tend to become much more difficult to solve if allowed to persist and worsen. Please do not hesitate to ask for help. If you experience difficulties relating to the academic content of the course or the assignments, please contact the **course instructor**, or bring them up in one of the class meetings.

VI   TECHNOLOGY REQUIREMENTS

This course requires the use of computers, and of course sometimes things can go wrong when using them. You are responsible for ensuring that you maintain regular backup copies of your files, use antivirus software (if using your own computer), and schedule enough time when completing an assignment to allow for delays due to technical difficulties. Computer viruses, crashed hard drives, broken printers, lost or corrupted files, incompatible file formats, and similar mishaps are common issues when using technology, and are not acceptable grounds for a deadline extension.

VII   INSTITUTIONAL POLICIES AND SUPPORT

ACADEMIC INTEGRITY

On Academic Integrity:
Academic integrity is essential to the pursuit of learning and scholarship in a university, and to ensuring that a degree from the University of Toronto is a strong signal of each student's individual academic achievement. As a result, the University treats cases of cheating and plagiarism very seriously. The University of Toronto's Code of Behaviour on Academic Matters (https://governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019) outlines the behaviours that constitute academic dishonesty and the processes for addressing academic offences. Potential offences include, but are not limited to:

In papers and assignments:
1. Using someone else's ideas or words without appropriate acknowledgement.
2. Submitting your own work in more than one course without the permission of the instructor.
3. Making up sources or facts.
4. Obtaining or providing unauthorized assistance on any assignment.

On tests and exams:

1. Using or possessing unauthorized aids.
2. Looking at someone else's answers during an exam or test.
3. Misrepresenting your identity.

In academic work:
1. Falsifying institutional documents or grades.
2. Falsifying or altering any documentation required by the University.

All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If you have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, you are expected to seek out additional information on academic integrity from your instructor or from other institutional resources (see https://www.academicintegrity.utoronto.ca/).

COPYRIGHT
If a student wishes to copy or reproduce lecture presentations, course notes or other similar materials provided by instructors, they must obtain the instructor's written consent beforehand. Otherwise, all such reproduction is an infringement of copyright and is absolutely prohibited. More information regarding this is available here:
https://teaching.utoronto.ca/resources/recording-of-lectures-and-class-sessions/

ACCESSIBILITY NEEDS
Students with diverse learning styles and needs are welcome in this course. The University of Toronto is committed to accessibility: if you require accommodations for a disability, or have any other accessibility concerns about the course, please contact Accessibility Services as soon as possible.

ADDITIONAL SERVICES and SUPPORT
The following are some important links to help you with academic and/or technical service and support.

- General student services and resources at Student Life
- Full library service through University of Toronto Libraries
- Resources on conducting online research through University Libraries Research
- Resources on academic support from the Academic Success Centre
- Learner support at the Writing Centre
- Information for Technical Support/Quercus Support