



Faculty of Professional Studies
Department of Communication Studies
PBRL 3388 (01) - Co-op Term III
Instructor – Ellen Shaffner
Course Outline for Fall 2020

Course information	
Section number:	PBRL 3388(01)
Course dates:	9 September 2020 to 9 December 2020
Co-op faculty advisor:	Ellen Shaffner
E-mail:	Ellen.shaffner@msvu.ca
Telephone:	902-880-4482
Office hours:	By appointment
Prerequisite:	PBRL 3012, 3013, 3014, COMM 2016, 3023 or permission of the department

Our Course

Course description

As you begin your final co-op work term, it will be important to think about how you can further develop your public relations skills. The course work for this term encourages you to seek opportunities to develop and apply your strategic thinking skills within the context of your co-op position and allows you to articulate those skills in online discussion with your peers and through a seminar presentation to incoming co-op students.

Your work term is more than just a job. Your co-op employer is an educational partner, giving you the opportunity to advance your academic and professional goals, adapt to change and build your confidence. The assignments for PBRL 3388 require you to reflect upon your growth and development throughout all your co-op experiences and to continue your personal and professional development. During the semester you will use Moodle to take part in discussions of PR practices and professional insights with your peers and me, your co-op faculty advisor. You will also prepare a seminar presentation in small groups, and you will deliver this presentation to incoming co-op students in mid-January 2021.

Learning outcomes

During this semester you will:

- Identify specific aspects of the PR practitioner's function and responsibilities.
- Articulate learning objectives relevant to your job description and career interests.
- Reflect and document your co-op work term experience.
- Communicate with other practitioners in a professional manner using an online platform.
- Receive and provide peer support as you and your fellow co-op students reflect on your experience.

- Remain connected with your co-op peers and the co-operative education program.
- Engage your co-op faculty advisor throughout the work term by sharing information on your experience and receiving professional and academic advice and support.
- Understand and apply the concepts you were taught in your public relations courses.

Learning technologies

We will use the Moodle platform to engage in online discussion and to submit assignments. You will find there the most up-to-date schedule of content, course resources and supplementary readings, and reminders and announcements. *Please visit the course Moodle site regularly.*

If you need any help with any of Mount Online learning technologies, please email helpdesk@msvu.ca or visit [Online Learning](#). During regular business hours (AST) you may call 902-457-6538 and on evenings and weekends, call 902-457-6788.

Learning environment

During each of your co-op terms, you will participate in course work that is designed to connect your classroom learning with your professional on-the-job training.

- During this work term you will participate in a series of three forum discussions. You will post original submissions and you will read and respond to the content posted by your colleagues.
- On or around **September 14**, you will find the topic and the guidelines for the first of the three discussion topics. Guidelines for subsequent discussions will follow.
- Generally, you will receive an article with some guiding, reflective questions and you are asked to share your point of view on the discussion forum. You must also make one response to your colleagues, and you should read and respond to those who respond to your content.

Expectations, etiquette and privacy

- Note that any content you post to your Moodle forum will be visible to other students and the co-op faculty advisor.
- Always remain professional and respectful when writing your posts and when commenting on your peers' posts.
- Always respect the privacy of your workplace and be careful not to include information that is personal, commercially sensitive, protected or confidential.
- The faculty advisor has the right to remove any Moodle posts which do not abide by these above-mentioned expectations for respect, etiquette and privacy.
- Complete your course work on your own time; ***do not do the work while you are in the workplace.***

Anticipated timeline

	Deadline for your original Moodle forum post (Before 11:59 p.m. AST)	Deadline for your response to other student posts (Before 11:59 p.m. AST)
1	Sunday, September 20	Sunday, September 27
2	Sunday, October 18	Sunday, October 25
3	Sunday, November 22	Sunday, November 29

Seminar Presentation The PBRL 3388 work term project will involve a series of reflective seminars presented to new public relations students preparing to go out on their first work term. For students completing their final work term in the fall semester, the seminars will take place in January following your work term. You will work in groups selected by the Co-op Office to include a combination of different workplace environments and will provide the audience of junior students with a reflective presentation of your various experiences. **More details on this project are provided in the Reflective Seminar Presentation Assignment Instructions provided on Moodle.**

Learning supports Your learning is at the centre of this course. The Mount as a whole is committed to supporting you as a unique learner. The university offers a variety of resources, services, strategies, and practices to support learning. If you require academic accommodation please contact me and [Accessibility Services](#) as early in the term as possible. I encourage you to draw on the variety of learning supports provided by the Mount to help you in time of need and to help you continue to develop as a learner. Please see Appendix A for additional information on the list of free and confidential services available at our university.

Your Instructor

Name Ellen Shaffner, BA Hons, MBA, PhD (Candidate)

Teaching approach My focus in this course is to provide support and encouragement as you continue to develop your professional skills. My approach is enthusiastic and encouraging, and I provide a learning environment that values your experiences as co-op students. I require that our discussions be approached without judgement, that we foster debate and discussion, and that we all demonstrate respect for one another as we explore and learn together.

Contact E-mail: ellen.shaffner@msvu.ca
Phone: 902-880-4482

Availability By appointment as needed. I am available for appointments outside of work hours to accommodate your schedules. You may send me an email to set up a meeting at a time that works for you.

The University asks that we use our MSVU e-mail addresses for electronic communications. Please do so. Communication between students and professor may also happen in and through Moodle.

One-on-one support I encourage you to reach out to me throughout this semester whenever you like. You can reach me by phone and e-mail. I am always happy to discuss your assignments, co-op experience, your career goals, or other subjects. I am here as a resource for you this semester, and I look forward to getting to know you!

Our Journey

Expectations

You can expect the following from me as your instructor in this class:

- I will communicate regularly via moodle and email to ensure you feel connected to our course.
- I will treat you with dignity and respect.
- I will provide grades and feedback within a maximum of two weeks following submission. (If you have a question about the way you have been assessed, please reach out to me within ten days after the assignment is returned.)

I expect the following from you as a student in this class:

- You will complete all three discussions (and replies) on Moodle
- You will respond to my emails and messages within 48 hours, and you will reach out to me when you need assistance.
- You will have a positive and open-minded attitude.
- You will submit your assignments on time.

Assignments and assessment

You will receive a grade of “pass” or “fail” for your work term. To receive a grade of “pass” you will:

- receive an end of term evaluation of “satisfactory” or higher from your co-op employer;
- satisfactorily complete and submit **all** assigned course work; and
- achieve an acceptable standard of participation in your course work.

Without successfully completing all of the assigned exercises, you will not earn a pass for PBRL 3388. **A failing grade in a co-op program results in dismissal from the program.**

Missed or late work

We will adhere to the assignment deadlines unless there are extraordinary circumstances. If you believe you will be unable to meet a deadline, discuss it with the co-op faculty advisor *in advance*. It may be possible for us to make alternate arrangements if your difficulty is a valid one.

You may be asked to re-submit your work if it does not meet the stated objectives but could receive a passing grade with requested revisions. A revised submission must be re-submitted within five days after the co-op faculty advisor returns it to you. You will have only one chance to re-write a work term assignment. **Failure to revise the submission to a satisfactory level will result in a failing grade for the co-op term.**

If you have a question about an assessment, please contact me by e-mail within 10 days.

University Advisories

Assignments and Assessment

Please also note that at MSVU we use a letter grade assessment, which will be derived from the percentages itemized above *and* the departmental policy for the assignment of grades. Furthermore, failure of any given test or assignment, or the failure to submit an assignment or write a test, constitutes failure of the course. Sustained effort is critical to your success.

Department writing requirement policy (undergraduate courses only)

Correct use of language is one of the criteria included in the evaluation of all written assignments. Basic writing competency is required to pass this course. The obligation to meet the minimal standard lies with the student. If a faculty member determines that a student's basic writing competency falls below the minimum standard for the course, the student will fail the course.

Statement for Students with Disabilities (Policy for Accommodating)

Students who have a disability and who require academic accommodations must register with Accessibility Services as early as possible in order to receive accommodations (<http://www.msvu.ca/accessibilityservices>).

Statement on plagiarism and cheating

The University regulations on plagiarism and cheating and other academic offenses will be strictly enforced. These regulations including applicable procedures and penalties are detailed in the University Calendar and are posted on the website at www.msvu.ca on the Current Student's Page, under Academic Offenses.

Statement on correct use of language

Correct use of language is one of the criteria included in the evaluation of all written assignments.

Statement on course policy: missed deadlines or assignments

Assignments are due on the assigned date and by the assigned time. Tests are administered at the scheduled time and place. Students requesting special consideration as a result of a conflict with a deadline for an assignment, test, or an examination must do so in advance of the relevant deadline. Barring extreme medical/personal issues, there are no excuses which are acceptable for late work or missed tests and examinations.

Statement on teaching and learning technologies

The University wishes us to use our MSVU e-mail addresses for electronic communications. Please do so. Communication between students and professor may also happen in and through Moodle.

Statement on class attendance

Regular attendance of students is expected at all classes.

Policy Against Sexual Assault

Mount Saint Vincent University has no tolerance for sexual assault. The Mount is committed to providing and maintaining a safe environment that promotes the dignity and well-being of the University community. The University has a strong tradition of social responsibility.

Statement on accommodation of religious observances

Requests for accommodation of specific religious or spiritual observance must be presented in writing to the instructor within the first two weeks of class.

Statement on research ethics review

Students who conduct research involving human participants must have their research reviewed in accordance with the MSVU Policies and Procedures of *Ethics Review of Research Involving Humans* before starting the research. Check with your course professor or Chair of the department about proper procedures.

Use of course material Please observe the following:

- Course material to which you are granted access in this course is only to be used for this course.
- Material that you submit as part of the requirements of this course cannot be used to complete the requirements of another course, without the express permission of the instructor of the second course. This constitutes cheating as stated in the Academic Calendar.
- Students do not have permission to upload course material to any external websites or share with others, unless expressly permitted to do so by the instructor. If you require further clarification about using materials from this course in other contexts, please contact the instructor.
- Under no circumstances are students permitted to provide anyone not registered in this course with access to the Mount Online course site established for the course.

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The Mount Teaching and Learning Centre and Online Learning (2018). *Mount Saint Vincent University Course Outline Template*. Mount Saint Vincent University: Halifax, Nova Scotia. Template last revised March 2018.



Appendix A – Student Services

<u>Aboriginal Student Centre</u> 45 Melody Drive (902) 457-6228 aboriginalcentre@msvu.ca	The ASC strives to provide an opportunity to empower, encourage, and educate students of all nations in an environment rooted in Indigenous cultures and values. The ASC offers the opportunity to learn more about Aboriginal culture, while providing a place to study and hang out.
<u>Academic Advising</u> Dean's Office - Seton 302 (902) 457-6400 advising@msvu.ca	Our academic advisors are here to help you plan for success. Whether mapping out your degree or helping you choose a major, minor, or concentration, your academic advisors are available to help at any point along your journey.
<u>Accessibility Services</u> EMF 127-G (902) 457-6567 accessibilityservices@msvu.ca	The Mount's Accessibility Services team is dedicated to adapting the academic environment for students who require accommodations to assist them in reaching their full academic potential.
<u>Africentric Support Group</u> Evaristus C405 (902) 457-5547 africentricsupport@msvu.ca	The ASG works to infuse Africentricity into the educational experience of our Black student population. It offers students a safe space to meet new people, participate on campus, and learn more about themselves and others.

<p><u>Career Services</u> McCain 306 (902) 457-6139 careerplanning@msvu.ca</p>	<p>We offer a variety of career-related services for students, employers and faculty. Whether you need help making a career decision, job searching, or are wondering what you can do with your degree, we can help you plan a realistic career path.</p>
<p><u>Counselling Services</u> EMF 127-G (902) 457-6567 counselling@msvu.ca</p>	<p>Our Counselling Services team provides free personal and academic counselling to any registered Mount student in a relaxed and confidential environment. Visit Oscar, the Mount's therapy dog, every Thursday from 2-3 in the Library.</p>
<p><u>Financial Aid</u> Evaristus 207-E (902) 457-6351 financial.aid@msvu.ca</p>	<p>Our goal in the Financial Aid office is to make your educational journey a little easier to understand by directing you to the information you need. We can provide assistance with everything, from budgeting to bursaries!</p>
<p><u>Financial Services</u> Evaristus 206 & 211 (902) 457-6277 financial.services@msvu.ca</p>	<p>At the Mount, we recognize the challenges that students face when funding their education. That is why our tuition fees are among the lowest in NS. Don't let a lack of financial resources stop you! There are many ways to help pay for your education, including scholarships, bursaries, and government loans.</p>
<p><u>Health Office</u> (902) 457-6354</p>	<p>The Health Office and its physicians are committed to treating all visitors with the respect and confidentiality expected from any health care professional.</p>
<p><u>International Education Centre</u> Seton Annex (902) 457-6488 international@msvu.ca</p>	<p>The Mount's International Education Centre offers personal, academic, cultural, and immigration advising to international students and any student or faculty wishing to study, research or conduct projects abroad. The IEC is also home to the university's English as an Additional Language Programs.</p>
<p><u>IT&S Help Desk</u> EMF, 1st Floor (902) 457-6538 accessibilityservices@msvu.ca</p>	<p>There are many technology services available for students including Wi-Fi, student webmail with calendar, access to over 200 computers, as well as classrooms equipped with networked computers, video players, LCD projectors, and sound.</p>
<p><u>Learning Strategist</u> EMF 127-F (902) 457-6567 learning.strategist@msvu.ca</p>	<p>It is common for students to be surprised about academic expectations and the level of independent learning required in university. The Learning Strategist can help with managing time, getting organized, setting goals, study skills, and more!</p>
<p><u>Library</u> EMF (902) 457-6250 library@msvu.ca</p>	<p>The Library's team of dedicated staff are here to offer you quality public services and academic information resources designed to meet the teaching, learning, and research needs of the Mount Community.</p>
<p><u>Print Shop</u> Seton 330 (902) 457-6135 print.shop@msvu.ca</p>	<p>The Mount Print Shop is a full-service, in-house print shop. We are dedicated to supporting faculty, staff, students, and the extended Mount community with high-quality, confidential, and expedited print services.</p>

<p><u>Registrar's Office</u> Evaristus 204/207 (902) 457-6117 registration@msvu.ca</p>	<p>The Registrar's Office is involved in all aspects of academic life, including: admissions, enrolment, retention, exams, convocation, and academic policies. We are here to help guide you through your academic career.</p>
<p><u>Residence Life</u> Evaristus 201-A (902) 457-6356 rez.life@msvu.ca</p>	<p>Living in residence will add a whole new dimension to your university years! Apart from the convenience of living close to all campus resources, you will also have the opportunity to become more involved in campus life.</p>
<p><u>Writing Centre</u> EMF 205 (902) 457-6567 writing@msvu.ca</p>	<p>The Writing Centre offers bookable individual appointments with experienced tutors for help with all written assignments, such as presentations, slides, speeches, posters, and all aspects of paper writing.</p>