PBRL1188: *Co-op term I*

Course syllabus - Summer 2023

Course information	
Section number:	PBRL 1188.01
Course dates:	8 May – 18 August 2023
Location:	Online, asynchronous delivery
Co-op faculty advisor:	Roy Jamieson BA MPR
E-mail:	roy.jamieson@msvu.ca
Telephone:	902-223-5342
Office hours:	By appointment
Prerequisite:	PBRL 2013, 3012 and COMM 2016, 2025 or permission of the department

Our course

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. The course work for your first co-op term is interactive. It is evenly paced out over the term and progressive in how its content is developed and delivered. PBRL 1188's online model will offer you the opportunity to share your co-op work term experiences with your peers and your co-op faculty advisor. You will also share thoughtful feedback with your colleagues and remain engaged with the university during your work term.

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. Using Moodle, you will be able to articulate how you have applied your learning in the workplace. The work term submissions require you to reflect thoughtfully about examples of PR practice you have performed, experienced or observed in your workplace.

Outcomes

By the end of this course you will be able to:

- 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 fellow co-op students reflect on your experience;
- remain connected with your co-op peers and the co-operative education program even though you are not on campus;
- engage your co-op faculty advisor throughout the work term by sharing information, providing mutual feedback, and receiving professional and academic advice and support; and
- understand and apply the concepts you were taught in your public relations courses.

Our learning

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. Remember to visit the Moodle site regularly for the most up-to-date information about the course.

The University asks us to use our MSVU e-mail addresses for electronic communications.
If I need to communicate with you by e-mail, I will use your Mount Outlook account. Please be sure to check your e-mail regularly.

Learning environment

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

- You will be enrolled in a course Moodle site. You must access this site regularly. It is where you will find information about the course and what is expected of you.
- During the work term, you will participate in a series of five forum discussions. You will post original submissions and you will read and respond to the responses of your peers and the faculty advisor.
- Subject to enrolment, you may participate jointly in forum discussions with students enrolled in PBRL 1199 (Work Experience I).
- In late May, your faculty advisor will post the topic and the guidelines for the first of the five discussion topics. Guidelines for subsequent discussions will follow at two or three-week intervals.
- You will post your original submission based on the guidelines provided.
  - Each post will be at between 500 and 600 words in length.
  - You must post your submission to Moodle by the specified time. (See a projected timeline below.)
- You must also respond to the post(s) of at least one other student.
  - Each response will be at least 100 words.
  - Your response should add value, for example by sharing similar examples, providing advice, or asking for clarification.
- Your faculty advisor may also respond to your submissions.

Etiquette and privacy

- Any of the content you post to your Moodle forum is visible to other students and the co-op faculty advisor.
- Remain professional and respectful at all times in all your writing.
- Always respect the privacy of your workplace and be careful not to include information that is personal, commercially sensitive, protected or confidential.
- The co-op faculty advisor has the right to remove any posts which do not abide by these above-mentioned expectations for respect, etiquette and privacy.
- Check and recheck your writing for grammar and spelling before you post it.
- Whenever you include the opinions or work of others be sure to cite correctly.
- Complete your course work on your time, not in the workplace.

Learning supports

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

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. A list of other student support services is available at: www.msvu.ca/campus-life.

Your Instructor

My goal is to encourage learning by helping you to expand your critical thinking skills. I welcome open, respectful, and informed discussion and debate. You should expect an environment where your participation is encouraged and valued, and where you are free to question and explore new ideas. I am always open to your feedback, ideas and recommendations to improve your learning experience.

Expectations
You can expect the following from me as your instructor in this class:
- I will communicate clearly and will post information on time.
- I will maintain a respectful discussion environment that encourages learning for all students.
- I will provide grades and feedback within 10 days of submission. (If you have a question about the way you have been assessed, please contact me within 10 days after the assignment is returned.)

I expect the following from you as a student in this class:
- You will submit required assignments and responses on time.
- You will attend and engage in all of our required activities, and notify me in advance if you cannot meet a deadline.
- You will prepare by reading all the assigned materials and being ready to engage fully in activities and discussions.

Contact
I encourage you to get in touch at any time you need assistance, feedback or just a sounding board about your learning or professional practice. We can set a time to meet by phone or online. Contact me by phone or text at 902-223-5342 or by e-mail (roy.jamieson@msvu.ca).

Tracking our progress

I will strive to provide feedback to help you to identify your major learning strengths and current learning needs. My aim will be to focus on efforts you might make to take the next steps towards advancing your learning and to provide you with a manageable path forward.

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 1188.
A failing grade in a co-op program results in dismissal from the program.

Anticipated timeline
Following are the projected dates for completion of each of the forum submissions for this term. Any changes or updates can be found on the course Moodle page.

	Deadline for your original Moodle forum post (before 11:59 p.m. AT)	Deadline for your response(s) to others (before 11:59 p.m. AT)
1	Monday, 5 June	Sunday, 11 June
2	Monday, 19 June	Sunday, 25 June
3	Monday, 10 July	Sunday, 16 July
4	Monday, 24 July	Sunday, 30 July
5	Monday, 14 August	Sunday, 20 August

University advisories

Missed deadlines or assignments
All assignments must be submitted and achieve a satisfactory standard in order to successfully complete PBRL 1188. 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 revisions. Revised work must be 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.**

Writing policy and use of language
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.

Academic integrity
You play a vital role in contributing to and maintaining the culture of academic integrity expected of everyone at MSVU.
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 Department notice boards and on the Mount website at www.msvu.ca under Academic Offenses. It is your responsibility to make yourself familiar with these regulations and consequences.

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

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.

Accommodations
If you have a disability and require academic accommodations, you should register with Accessibility Services as early as possible in order to receive accommodations.

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.