

PBRL 1188 (02) Co-op term I**Course Outline****Winter 2026**

Course information	
Course dates:	January 7 to April 10, 2026
Location:	Online, asynchronous delivery
Co-op faculty advisor:	Dr. Tracy Moniz, PhD
E-mail:	Tracy.Moniz@msvu.ca
Office hours:	By appointment (email to schedule a meeting)
Prerequisite:	Completion of professional development program delivered by the Co-op & WIL Centre. Completion of courses prescribed by the Department of Communication Studies course sequence (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, paced out over the term, and progressive in how its content is developed and delivered. The Moodle site for PBRL 1188 offers 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 a job. Your co-op employer is an educational partner, providing you with the opportunity to advance your academic and professional goals, adapt to change, and build 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 on examples of public relations practice you have performed, experienced, or observed in your workplace.

Course objectives

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 on 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 our Moodle site to engage in online discussion and to submit assignments. There, you will find the most up-to-date schedule of content, course resources and supplementary readings, as well as reminders and announcements. Remember to visit the Moodle site regularly to stay updated on 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. Please communicate with me using only your MSVU email.

Learning technology supports

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

Learning activities

During your co-op term, you will participate in coursework designed to connect your classroom learning with your professional training. You will participate in **four forum discussions** in Moodle. For each forum, the faculty advisor will post content for you to consider and then comment on in your post. Each post must be 400-500 words and must be submitted by the deadlines in the schedule below. You will also meet with the faculty advisor to ‘check in’ and discuss each post. The faculty advisor will contact you by email at the beginning of the term to determine the days/times for these meetings.

Schedule

The following schedule outlines the deadlines for completion of each of the forum submissions for this term. Any changes or updates can be found on the course Moodle page.

Forum Discussion #	Forum Discussion opens	Deadline: Original forum post (by 11:59 p.m. AT)	Meet with the faculty advisor
1	Monday, January 19	Friday, January 23	TBD
2	Monday, February 9	Friday, February 13	TBD
3	Monday, March 2	Friday, March 6	TBD
4	Monday, March 30	Friday, April 3	TBD

Etiquette and privacy

- Complete your course work on your own time, not on your employer’s time.
- Always remain professional and respectful in your writing.
- Always respect the privacy of your workplace. Be mindful not to include information that is personal, commercially sensitive, protected, or confidential.
- Copyedit your posts (i.e., for grammar and spelling).
- Provide appropriate citations whenever you include the opinions or work of others. Cite in APA 7.

Use of Artificial Intelligence Tools in this Course

In this course, you are permitted to use AI tools only in ways that support your learning, do not replace original work, and are fully transparent. Any use of AI must be consistent with the university's academic integrity regulations.

Acceptable Uses

AI may be used for the following purposes, provided disclosure is made:

- Assisting with accessibility, such as transcription (i.e., to transcribe your own ideas)
- Checking grammar and spelling in draft posts that you have written for forum discussions
- Generating APA citations, if applicable

Prohibited Uses

AI use is not permitted for:

- Writing a forum post in Moodle – It is unacceptable to use AI tools to impersonate yourself in classroom contexts, such as by using an AI tool to compose a post to a discussion forum on Moodle.

If you have questions about what constitutes acceptable use of AI tools, please consult with the instructor. You must cite any use of AI tools. Failure to disclose AI use, or using AI in prohibited ways, will be considered academic misconduct and may result in penalties.

Your faculty advisor

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

Expectations

You can expect the following from me as your instructor:

- I will communicate clearly and post information in Moodle as scheduled.
- I will email you to arrange meeting times and to communicate any other information that may arise.
- I will be available for individual consultation, as needed. Please email me to arrange a meeting.

I expect the following from you as a learner:

- You will submit required coursework by the deadlines noted in the schedule. You will notify me at least 48 hours in advance if you cannot meet a deadline.
- You will attend all our scheduled meetings and engage fully in our discussions.
- You will check your MSVU regularly and respond to my emails within 48 hours. You will email me if you need assistance.

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 learning activities, you will not earn a pass for PBRL 1188.

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

University advisories

Missed deadlines or assignments

All assignments must be submitted and achieve a satisfactory standard to successfully complete the course. 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 you could receive a passing grade on that piece of work with revisions. Revised work must be submitted within five days after the co-op faculty advisor notifies you of the opportunity to resubmit. 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 offences will be strictly enforced. These regulations, including applicable procedures and penalties, are detailed in the Academic Calendar under "Academic Offences." 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

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>).

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.

Learn more: [Student Policies – Mount Saint Vincent University \(msvu.ca\)](#)