

BUSI 1188 & 2288: Fall 2026 Co-op Term I & II
Course Outline

Course Information	
Location	Online, asynchronous delivery
Co-op & WIL Faculty Advisor	Dr. Maria Matthews
E-mail	Maria.matthews2@msvu.ca
Office Hours	By appointment

Our Course

This course complements your first or second work term by connecting your academic learning in business with real-world work experience. Course activities are designed to support your professional development, encourage critical reflection, and keep you engaged with peers throughout the term.

Using Moodle, you will complete structured reflections and engage in peer discussions, helping you reflect on your work experiences and deepen your learning. Assignments will encourage you to apply classroom concepts in the workplace, reflect on your responsibilities, and build the professional competencies relevant to your career path.

Course Objectives

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

- Identify and reflect on the responsibilities and expectations of professionals in industry.
- Articulate learning objectives related to your work term and long-term career goals.
- Document and analyze your work term experience through written reflection.
- Communicate professionally with peers and your co-op & WIL faculty advisor using an online platform.
- Offer and receive peer support by sharing insights and constructive feedback.
- Stay connected to the university during your work term.
- Engage with your co-op & WIL faculty advisor to receive academic and professional support.
- Apply and reflect on business concepts learned in your academic program.

Deliverables

- You will complete five online discussion forum activities throughout the term. Each forum activity includes:
 - An original post (500–600 words).
 - At least one response to a peer's post (minimum 100 words).
- Prompts and guidelines have been posted for each forum discussion on Moodle.
- Refer to the “Summary of Deadlines” table below for due dates for original posts and responses to peers.
- Your co-op & WIL faculty advisor may also provide feedback and engage in the discussions throughout the course.

Summary of Forum Posts

Throughout the term, you will complete five forum posts, each focused on a different aspect of your work experience. The topics are outlined below, and the due dates for both your original posts and peer responses can be found in the “Summary of Deadlines” section below.

Summary of Forum Posts (posted on Moodle)	
Forum post 1	Introduce where you’re working and your position. Describe a typical day in your position and highlight the most rewarding part of your role that you’ve experienced so far (500-600 words). Respond to at least 1 peer’s post (min 100 words).
Forum post 2	Discuss the aspects of the workplace environment or culture that you find most effective or inspiring at the organization where you’re completing the work term (500-600 words). Respond to at least 1 peer’s post (min 100 words).
Forum post 3	Discuss how classroom knowledge has been applied during your work term (500-600 words). Respond to at least 1 peer’s post (min 100 words).
Forum post 4	Reflect on feedback received during your work term. How did it help you improve your skills or approach to work (500-600 words)? Respond to at least 1 peer’s post (min 100 words).
Forum post 5	Reflect on a learning experience you had in the workplace during the work term. Discuss, challenges, outcomes, and what you’ve learned from this experience (500-600 words). Respond to at least 1 peer’s post (min 100 words).

Summary of Deadlines

Deliverable	Deadline
Original forum post 1	Friday, September 25, 2026
Response to at least 1 peer on forum post 1	Friday, October 2, 2026
Original forum post 2	Friday, October 16, 2026
Response to at least 1 peer on forum post 2	Friday, October 23, 2026
Original forum post 3	Friday, November 6, 2026
Response to at least 1 peer on forum post 3	Friday, November 13, 2026
Original forum posts 4 and forum post 5	Friday, November 27, 2026
Response to at least 1 peer forum on post 4 and forum post 5	Friday, December 4, 2026

Professionalism, Etiquette, and Privacy

- Your forum contributions will be visible to the class, your co-op & WIL faculty advisor, and co-op & WIL centre staff.
- Maintain professionalism, confidentiality, and respect in all communication.
- Do not disclose sensitive or proprietary information about your employer.
- Proofread all posts and provide citations where appropriate.
- Complete coursework outside of work hours.

Learning Supports

- Support for Moodle and online learning tools is available through the [MSVU Help Desk](#).
- Accessibility and academic support resources are available at www.msvu.ca/campus-life.

Your Co-op & WIL Faculty Advisor

As your co-op & WIL faculty advisor, I aim to support your learning by encouraging thoughtful reflection, critical thinking, and the connection of theory to practice. You are encouraged to reach out with questions, reflections, or ideas at any time.

Expectations

Co-op & WIL Faculty Advisor commitments:

- Clear, timely communication.
- Respectful, inclusive learning environment.
- Timely feedback.

Student responsibilities:

- Submit all work by the listed deadlines.
- Engage fully in course activities.
- Communicate proactively about challenges or missed deadlines.

Grading and Evaluation

You will receive a **PASS/FAIL** grade based on:

- Participating in a work site visit with a coordinator from the Co-op & WIL Centre.
- A satisfactory end-of-term evaluation from your co-op employer.
- Completion of all course assignments per the deadlines listed in this document.

Failure to complete course requirements will result in a failing grade for your work term.

Use of Course Material

As a student in this course, you should 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 expressed 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 MSVU online course site established for the course.
- Only students registered in this MSVU online course site are permitted to view, download, upload, comment or otherwise participate in this course site.

Additional Notes

- Students requesting special consideration as a result of a conflict with a deadline for an assignment or an examination must do so in advance of the relevant deadline.
- 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>
- Requests for accommodation of specific religious or spiritual observance must be presented in writing to the instructor within the first two weeks of class.
- University regulations on plagiarism (2.2.23.1), cheating (2.2.23.2) and other academic offenses will be strictly enforced. These regulations, including applicable procedures and penalties, are detailed in the University Calendar and can be found [here](#).
- Correct use of language is one of the criteria included in the evaluation of all written assignments.
- If an instructor wishes to change a course outline after the start of the work term, this can only be done with reasonable notice to the student cohort. After the deadline to register/add a course, changes to the timing, number, and weighting of assignments and examinations need the approval of the Dean.

The Email Communication policy (2.2.27) can be found through this link:

<https://www.msvu.ca/academics/university-academic-calendars/undergraduate-academic-calendar/regulations/>.

Every student at MSVU is assigned a MSVU email account. The University requires all students, faculty, and staff to use their MSVU email account when communicating course and University information. For quick access to student email, log in to [myMount](#).

Helpful Online Resources for MSVU Students

- MSVU website: <http://www.msvu.ca>
- [MSVU IT Services](#):
 - IT&S hours and contact information: <https://www.msvu.ca/campus-life/campus-services/it-services/hours-contact-information/>
 - IT&S website: <http://www.msvu.ca/en/home/student-services/itservices/default.aspx>
 - Email: helpdesk@msvu.ca
 - 902-457-6538 during normal business hours
 - 902-457-6601 for emergency on-campus classroom support and after-hours IT emergencies
 - Location in EMF Lower Level

- Teaching and Learning Platform:
 - MSVU Educational Technology Platform: <https://www.msvu.ca/academics/online-learning/mount-online-learning-platform/>
 - Moodle login: <https://learn.msvu.ca/>
- Online Learning Support:
 - online@msvu.ca
 - Toll-Free 1-800-665-3838
- Additional Resources:
 - Undergraduate Academic Calendar: <https://www.msvu.ca/academics/university-academic-calendars/undergraduate-academic-calendar/>
 - Student email: <https://www.msvu.ca/campus-life/campus-services/it-services/mymount-email/>
 - Co-op & WIL Centre: <https://www.msvu.ca/academics/co-operative-education-at-the-mount/>
 - Accessibility Services: <https://www.msvu.ca/campus-life/accessibility-services/>
 - Counselling Services: <https://www.msvu.ca/campus-life/health-wellness-services/counselling-services/>
 - [Anti-Harassment & Discrimination Policy](#)
 - [MSVU's Policy Against Sexual Violence](#)
 - Assisi Information Centre: 902-457-6788
 - Parking/Security: <https://www.msvu.ca/campus-life/campus-services/parking/>
 - Library: <http://www.msvu.ca/library/>
 - Writing Resource Centre: <https://www.msvu.ca/campus-life/centre-for-academic-advising-and-student-success/writing-centre/>
 - Student Services: <https://www.msvu.ca/campus-life/>
 - Class Cancellation Line: 902-457-6566 and website: <http://www2.msvu.ca/classcancellation/Pages/index.aspx>