Course Coordinator
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Course Description

The 3IN3 internships provide an opportunity for students to integrate academic learning in the Earth and Environmental Sciences with an employment or volunteer experience. The internship is intended to allow students to explore careers and develop linkages between classroom knowledge and professional practice.

Ultimately, the course is meant to help you reinforce the following Learning Outcomes common to all the science programs in the School of Geography and Earth Sciences:

- Explain how knowledge of earth and environmental sciences informs our understandings of the natural world
- Communicate effectively
- Apply numeracy skills; analyze qualitative and quantitative data and models using appropriate tools and interpret findings to answer questions.
- Apply earth and environmental sciences skills and concepts in the field.

The Prerequisites for the course are: a) completion of SCIENCE 2C00; b) registration in Level III or above of an Honours Sciences program in the School of Geography and Earth Sciences; and c) permission of the Course Coordinator.

Internship and Supervision

This course is evaluated on a Pass/Fail basis. Students must create a reflection piece, describing their internship experience, using (or by creating) a Learning Portfolio (see guidelines below). This reflection must be submitted at the end of Term for evaluation by the Course Coordinator.

Students are responsible for finding and arranging a suitable internship, as well as obtaining the agreement of the internship supervisor. Normally, students complete 130 hours of professional practice or academic research work through the volunteer experience, or in addition to the duration of the paid employment.

Students who register in the course agree to familiarize themselves with and to adhere to the relevant organizational policies and procedures including those related to health and safety and the appropriate standards of ethical conduct. Further, you agree that you will seek workplace safety training prior to the internship commencing.
Evaluation Scheme

Students must create a reflection piece, describing their internship experience, using (or by creating) a Learning Portfolio (see guidelines below). This reflection must be submitted at the end of Term (last day of classes, as posted by the Office of Registrar) for evaluation to the Course Coordinator. Your mark will depend on the quality of the discussion of the Academic Learning and Application, Skill Development, Personal Development, the supporting evidence for each, and the creativity of your portfolio.

Learning Portfolio

According to the Student Guide to Using the Learning Portfolio, the Learning Portfolio is “a powerful student-centered application for storing, organizing, reflecting on and sharing items that represent you. Within the Learning Portfolio you may include documents, graphics, audio files, presentations and any other digital files that reflect your own experiences inside and outside McMaster. You can also set your own learning goals; then follow and track your progress towards achieving those goals. You can then easily share your achievements, your knowledge and your reflections with faculty, advisors, potential employers or peers in the form of a presentation – which looks and acts like a website. You have full control over the content of your Learning Portfolio presentations, and can customize and create as many presentations as you like.”

You can find more about the Learning Portfolio here:

http://avenue.mcmaster.ca/help/docs/LP_student_guide.pdf

McMaster University is now using PebblePad as a platform to create learning portfolios. You can find more here about it:

http://miietl.mcmaster.ca/site/learning-portfolio/

As part of your Portfolio, you will need to detail your internship experience. This should include a description of the work that was carried out during the internship and how the experience has contributed to your overall career or academic development. You may also want to comment on the insights you have gained from the internship and what aspects of your academic experience at McMaster were most relevant in a professional practice setting.

Specifically, the section of your Portfolio dedicated to your Internship experience should discuss the Academic Learning and Application (related to the ideas, concepts or theories of your field of study), Skill Development (oral and written communication, problem-solving, decision-making, teamwork, skills specific to the occupation), and Personal Development (career exploration, self-confidence, sensitivity, appreciation of diversity, clarification of values), you plan to achieve through the internship.

For each, you need to discuss the Learning Objective(s) (i.e. what you want to learn) and the Task & Strategies you plan to implement in order to achieve them (i.e. how you are going to learn it. You should provide for each Evidence of Accomplishment (i.e. how you are going to show you learned it).
Your portfolio must also be clear, easy to navigate, visually creative, and well supported by evidence/artefacts, each of which will be discussed.

**Role of the Internship Supervisor**

The supervisor is not responsible to assist you with the creation of your learning portfolio, or to help you determine your Learning objectives, Task and strategies, and which evidence to include. However, you should determine early on during your internship what are the goals of the placement (i.e. what is the work, the various tasks, that are you supposed to achieve under the supervision of your supervisor?).

You both need to agree on a formal, written list of attainable work objectives at the start of your internship, which will be included in your portfolio.

You must also include as part of your evidence a letter from your internship supervisor which assesses your performance during the internship, and whether you met its work objectives.

Your internship supervisor is however responsible of your health and safety (see Health and Safety below).

**Communication and Emails Policy**

Appointments can be scheduled with the Course Coordinator for assistance with the development of the Portfolio. It is not the Course Coordinator’s responsibility to explain how to use the Learning Portfolio, or to find an internship placement for you; it is your responsibility to find an internship supervisor, and to familiarize yourself with the documentation on the use of Learning Portfolio at McMaster University.

It is not appropriate to use email to ask detailed questions. As a general rule, you should not expect to receive answers to emails on weekends or late in the evening. Rather, emails will typically be responded to during regular working hours on weekdays, and as schedule allows. Emails sent 24 hours prior to, or on the due date of your Portfolio, will not be answered.

As a courtesy, and to ensure your emails are properly answered, you must include your name and student ID number in the email signature, and the course code and number (EARTH SC 3IN3). Emails must be sent from McMaster email accounts or they will not be read or responded to. Emails should be written in a professional manner, spell-checked and proof-read before sending them. The subject line must state for which course the query is about. Online discussion terminology (e.g. Twitter) must be avoided.

**Important Notes**

Students participating in this course must be authorized to work in Canada (International students must provide proof of work authorization permit). Students intending to enrol in this course must submit an application to the internship coordinator two months prior to registration.

The application form is available online:
https://ugadmin.formstack.com/forms/internship_application

**Health and Safety**

The employer/internship supervisor is responsible for protecting students from health and safety hazards by providing suitable and safe equipment, health and safety orientation, training, and appropriate supervision.

The employer/internship supervisor must complete the *Earth Sc Internship Health and Safety Checklist* (attached) and review it with students under their supervision. This form must be returned no later than 2 weeks after the start of Term.

**A2L (Avenue to Learn)**

URL: http://avenue.mcmaster.ca

A2L is an online system which will be used in this class for communicating information relating to the course (e.g. lecture notes, etc.). To log in to A2L, use your MUGSI login and password. See the A2L home page above for more instructions if you need them. **It is the student’s responsibility to check A2L regularly for updates.**

Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

If you encounter any technical problems with this service go to the following website for support: [http://avenue.mcmaster.ca/help/](http://avenue.mcmaster.ca/help/). **Please note that it is not the responsibility of the teaching staff of EARTH SC 3IN3 to assist you with A2L issues.**

**Academic Dishonesty**

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at [http://www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity)
The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.

**Acknowledgement of Course Policies**

Your registration and continuous participation to the various learning activities of EARTH SC 31N3 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during the Term. It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.

Lack of awareness of the course policies cannot be invoked at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand. The Course Coordinator reserves the right to modify elements of the course and will notify students accordingly.

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any change.