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**EVDS 3800 / 3900 / 4800 / 4900**

**Undergraduate Option Work Terms #1 / #2 / #3 / #4, one credit hour each**

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**Academic Liaison:**

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**Academic Calendar Course Description**

Cooperative education/work assignment in practice, business, industry or government for Faculty of Architecture students. Requires submission of a written report and portfolio covering the work completed during each four-month professional assignment. Students participating in the program must have completed at least 85 credit hours towards a university degree prior to placement. Those registering for this course must have applied for and been accepted into the Faculty of Architecture cooperative stream. Course evaluated on a pass/fail basis.

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**Co-op/I Program Description**

The Faculty of Architecture offers a Cooperative Education/Integrated Work Program option designed to complement and enrich academic programs with work experience. The work terms provide students with practical experience, assistance in financing their education, and guidance for future career specialization.

Acceptance to the program will be based on a statement of interest, résumé, portfolio and interview with the Co-op/I Program Coordinator and Academic Liaison. Acceptance will be confirmed in writing. Progress of all students through Co-op/I option is dependent upon the student obtaining a job placement.

Upon securing a placement, students enroll in EVDS 3800 Co-op/I Work Term 1, and subsequently, EVDS 3900, 4800 and 4900, for the specific work term of employment. Environmental Design students who successfully complete at least two work terms and the required reports will have the Co-op/I Option acknowledged on their graduation parchment.

Students participating in the Co-op/I option must complete all the degree requirements for their program of study as outlined in the Academic Course Calendar. Depending on the term and length of a Co-op/I job placement, timetables may need to be altered to satisfy course/studio prerequisite requirements. This may lengthen the time to program completion. Students should consult with the Co-op/I Coordinator, Student Advisor and Program Head prior to accepting a job placement. The Academic Liaison and/or relevant Head will oversee curricular implications.

Students on probation or academic suspension will either be removed from Co-op/I option or have their acceptance deferred until they have completed two consecutive terms with an Academic Standing of "Satisfactory". Students on probation are required to meet with a Student Advisor to discuss their program of studies prior to their next registration and when next assessed, must exceed the minimum TGPA (2.0).

## **Cooperative Education / Integrated Work Term**

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### **Course Objectives**

- to enrich and complement academic learning with practical work experience;
- to facilitate experience and development of knowledge in a disciplinary area;
- to develop and enhance technical skills in professional practice;
- to develop confidence and capability in client relations and professional communications, written and oral;
- to develop leadership potential and professional skills, including decision making, time management, information management, and working effectively with others;
- to provide opportunities for mentorship by professionals;
- to enhance academic and career goals by increasing awareness of opportunities in a field and of individual strengths and weakness;
- to develop skills needed for success in future employment;
- to strengthen connections between academic and professional communities.

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### **Learning Outcomes**

Learning outcomes are demonstrated through the provision of a work term report, which should express the achievement of the following learning outcomes:

- enhanced design experience;
- enhanced technical knowledge;
- enhanced project management experience or exposure;
- greater awareness of professional conduct, roles and responsibilities, including ethical responsibilities associated with design decisions;
- enhanced professional communication skills – written, oral, and graphic;
- deeper and broader disciplinary knowledge;
- greater sense of responsibility and confidence in a field.

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### **Suggested Readings**

C. Basta and S. Moroni, eds., *Ethics, Design and Planning of the Built Environment*. New York & London: Springer, 2013. – Available as an ebook on the Library Catalogue.

Eric J. Cesal, *Down Detour Road: An Architect in Search of Practice*. Cambridge, MA: MIT Press, 2010. – Available in the Architecture & Fine Arts Library.

Thomas Fisher, *In the Scheme of Things: Alternative Thinking on the Practice of Architecture*. Minneapolis: University of Minnesota Press, 2000. – Available in the Architecture & Fine Arts Library.

Nicholas Ray, *Architecture and its Ethical Dilemmas*. London: Taylor and Francis, 2005. – Available as an ebook on the Library Catalogue.

# Work Term Report Guidelines

The Work Term Report consists of a written report with seven sections, plus five Appendices:

## WRITTEN WORK REPORT CONTENTS:

### 1. Company Name and Profile

Provide a brief description of the company. Information may be obtained from the internet, company brochures, and personal experience. Provide relevant web links and citations.

### 2. Overview of Work Assignments, Projects and Responsibilities

Describe the work you performed over the duration of the work term. Include your specific duties and responsibilities, and generally discuss the projects you were involved with and the role you played in relation to contributions of a team.

### 3. Reflections on Design Experience

Describe and analyze your experience of particular design tasks, challenges, processes, and outcomes, including, where applicable, innovations, successes and/or failures.

### 4. Reflections on Technical Experience

Describe and analyze the particular technical opportunities and challenges you experienced, including new skills acquired; and exposure to new precedents, products, computer programs / software, material assemblies, construction details and/or systems learned.

### 5. Reflections on Project Management Experience

Describe and analyze your experience in the following areas: project planning; programming; client and community meetings; stakeholder and consultant communications; teamwork; presentations; site reviews (surveys, geotechnical, environmental site assessments, zoning); design phases (schematic design, design development, construction documents); scheduling; budgeting; procurement (requests for proposal, tendering, contracts); construction supervision; post-occupancy evaluation; etc.

### 6. Reflections on Ethical Responsibilities

Describe and analyze your experience in making design decisions based on your profession's code of ethical conduct. This may include decisions made in view of various, sometimes conflicting, desires and responsibilities to the following: the public; the profession; the client and/or employer; co-workers; the environment; a particular region and culture; and one's own moral compass. Issues may entail safety, accuracy, cooperation, costs, and divergent perspectives on expectations, methods, purpose and value.

### 7. Conclusion

Reflect on the overall value of your work term in relation to your career goals and academic experience. Indicate what you learned, what courses were valuable (or would have been valuable) to your work, and describe new interests you discovered you have and/or skills you realized you need to improve.

## WRITTEN WORK REPORT FORMAT

3-5 pages word or pdf, single spaced typed document, using a standard font (see template).

### Important Notes:

- For sections 3-7 you may reflect on aspects of work that you were not personally responsible for performing. In such cases, consider using the following expressions: *I was exposed to...* ; *I assisted with...* ; *I appreciated importance of...* ; *I reviewed documents relating to...* ; *I attended meetings to discuss...* ; *etc.*
- Students should inform employers that they are writing a report and should discuss any information the company may consider confidential and/or proprietary. Protection of a company's intellectual property could be discussed in the ethics section of this report.
- Academic Integrity: The Work Term Report must uphold University of Manitoba standards for Academic Integrity. Students should review the Academic Integrity section of the current Undergraduate Calendar. Resources are available at the UM Academic Learning Centre, the Architecture/Fine Arts Library, and the [Academic Integrity website](#). The recommended style guide is Chicago/Turabian – for both written and visual attributions.

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## **APPENDICES** (pdfs)

### **1. Portfolio**

In addition to a written report, students must provide an annotated portfolio with supporting imagery and documentation. It should include the following: samples of student work produced during the work term (drawings, models, reports, etc.); relevant site documentation (maps, site plans, relevant research materials, and photography); plus sketches and photos attesting to the student's professional experience and creative process. Portfolio images must be annotated with titles and explanations, where appropriated, referenced in the written report. The Employer's permission must be obtained when including documentation that may be considered proprietary or sensitive. **Format:** 6-12 pages, 8.5 x 11, pdf.

### **2. Updated Resume**

Including the new work term experience.

### **3. Updated References**

Including at least one reference from the current work term experience.

### **4. Student Evaluation of Work Term Experience**

Using the form provided. This evaluation is confidential; it will not be shared with employers.

### **5. Employer's Evaluation of Student Work**

Give the provided form to your employer at least 3 weeks before the end of your work term.

This evaluation is intended to provide constructive feedback. It should be discussed in person.

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## **SUBMISSION**

Documents must be professionally written and composed. Students must submit all items to the satisfaction of the course instructor to receive a passing grade. Students should carefully review these guidelines, the written report template, and evaluation forms. Students should keep careful records during the work term, so as to successfully complete the Work Term Report on time and with appropriate detail. Each successfully completed work term and its corresponding report receives a Pass/Fail grade and is rated at one credit hour. Students completing consecutive work terms must complete a separate report for each term. All documents must be forwarded digitally to the Coop/I Coordinator by the deadlines noted below.

Confidentiality: All student and employer information is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. Work Term Reports and Appendices are kept strictly confidential.

## Due Dates

Students completing consecutive work terms must register and pay tuition for each term. A separate Work Term Report must also be completed for each term.

### Fall 2021 Work Term Deadlines:

- Sept. 22: Registration deadline. Students will be registered for the appropriate ARCG course. Submit completed Work Term Record within the first week of work.
- Oct. 6: Deadline to pay fees.
- Dec. 20: Work Term Report due (if graduating in February).
- Jan. 17: Work Term Report due (for continuing students).

### Winter 2022 Work Term Deadlines:

- Jan. 31: Registration deadline. Students will be registered for the appropriate ARCG course. Submit completed Work Term Record within the first week of work.
- Feb. 16: Deadline to pay fees.
- April 20: Work Term Report due (if graduating in June).
- May 16: Work Term Report due (for continuing students).

### Summer 2022 Work Term Deadlines:

- May (tbc): Registration deadline. Students will be registered for the appropriate ARCG course. Submit completed Work Term Record within the first week of work.
- May (tbc): Deadline to pay fees.
- Aug. 19: Work Term Report due (if graduating in October).
- Sept.15: Work Term Report due (for continuing students).

*Registration and fee payment deadlines to be confirmed for each term by the Co-op/I Coordinator.*

### Academic study while on a Work Term:

*Co-op/I students should understand that fulfilling the full-time requirements of their employer is the focus of any Work Term. Students may take up to 3-credits of academic coursework simultaneously with a Co-op/I Work Term, provided the course is delivered online, in the evenings, or as an independent study, so as to not interfere with regular work days. Participation in additional simultaneous coursework will be approved only with advanced permission from the student's employer and the Co-op/I Academic Liaison.*