Master of Science in Sustainability Management

COURSE SSM1110H – Sustainability Management Internship
Summer 2022

Supervisory Committee:

Supervisor at the Host Organization: A person designated by your host organization

Academic Supervisor: Shashi Kant
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Administrative Supervisor: Linnet Kocheril
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Objectives:

Experiential learning is an integral part of MScSM program. Confucius's observation - I hear and I forget, I see and I remember, I do and I understand - explains the importance of experiential learning. Experiential learning and on-the-job training have the power to inspire students to, not only reinforce the material presented in lectures, but also transfer it to the workplace and teach it to others. Hence, the main objectives of this course are to:

1. Learn opportunities and challenges in sustainability management at the host organization;
2. Apply the knowledge and skills learned in the classroom to address sustainability management challenges and opportunities at the host organization;
3. Acquire new knowledge and skills from supervisor and other team members at the host organization;
4. Transfer knowledge and skills to the workplace; and
5. Share the knowledge gained from work experience with all members of the class.

Organization:

Tis course is designed to provide experiential learning. Every student will work with a host organization on a project related to sustainability management, for a period of time agreed upon by the host organization, student, and course instructor(s). The time period will vary from 10 weeks to four months.

Every student will work on his/her project under the guidance of a supervisor from the host organization and the academic supervisor. The administrative supervisor will look after all administrative matters

Evaluation:

In this course, student will receive credit/no credit (pass/fail) grade. The evaluation components will be:

1. Successful completion of at least 10 weeks, full-time, placement with the employer;
2. Attendance of all mandatory and at least 80% of optional Professional Development Sessions;
3. Where required by the employer, a project report and supporting material (such as PPT, video recording, surveys, etc.) will be provided to the host organization as agreed (details to be worked in the beginning of the placement); *(Note: with the approval of the host organization, a copy of this report will also be submitted to the Academic supervisor. In the case of confidentiality issues at the host organization, confidential aspects of the report will be blackened/deleted. Students are advised to discuss this with the host supervisor upfront and inform the academic supervisor accordingly.)*
4. A satisfactory mid-term evaluation of a student by the host organization;
5. A mid-term evaluation by a student;
6. A satisfactory (passing) final evaluation of a student by the host organization;
7. A final evaluation by a student and
8. A poster presentation by every student.

There will also be a site-visit mid-way through the placement in which the Administrative/Academic Supervisor will visit the student's workplace (or by Skype if geography does not permit a physical visit).

A student has to receive a satisfactory (pass) grade on every component to receive credit (pass) grade on the course. If the student does not successfully receive satisfactory grades on each component, the Program reserves the right to create a supplementary project for the student, or require the student to repeat the internship in a manner or with an organization approved by the Program Director.

Code of Conduct:

Academic:

Students should note that copying, plagiarizing, or other forms of academic misconduct **will not be tolerated**. Any student caught engaging in such activities will be subject to academic discipline ranging from a mark of zero on the assignment, test or examination to dismissal from the university. Any student abetting or otherwise assisting in such misconduct will also be subject to academic penalties.

Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site

While at their placements, all students will continue to abide by the **University of Toronto's Code of Student Conduct** (http://life.utoronto.ca/get-help/rights-responsibilities)

Professional:

Students will behave with utmost professionalism at all times when interacting with employers, during the interview process, and when on their placements.

As ambassadors of the University of Toronto and the MScSM Program, students will be expected to abide by the following – as well as the items outlined in the Placement Agreement Form - *without exception*:

- Obtain a signed agreement/contract between the employer and the student.
- Abide by all measures outlined in the employment contract.
- Dress professionally according to the employer's dress code.
- Refrain from utilizing company computers for any personal matters, including social media.
- Refrain from personal business or social business while on employer time.
- Be prompt (on-time) every day of placement, and be respectful of the work-day time (eg: no "long lunches", early departures, etc.)
- Be professional with all colleagues and supervisors at all times and refrain from over-collegiality with colleagues and supervisors.
- Maintain employer confidentiality.
- Abide by policies and procedures of the employer while at work.
- Accept constructive feedback during the mid-term and final evaluation processes, and adjust behavior or work according to that feedback.
- Be prompt with all business communications (eg: emails, phone messages) – replies to business matters within 24 hours where possible, or by employer guidelines.
- Advise the Administrative or Academic Supervisor of any issues immediately as they arise.
- Advise the employer of any workplace issues (eg: environmental, health & safety, etc.) immediately as they arise.
- Honour the contract with the employer to the full term. If, for some reason, you are unable to complete the term, you will contact the Academic and Administrative Supervisors before any action is taken.
- Ensure that all evaluation materials are handed in according to their deadlines.

Each student will be required to sign a **Placement Agreement Form** provided by the Program Office.

Course Drop Deadline:

This is a required course of the MScSM program. Please consult with the Program Coordinator and the Program Director if some unavoidable situation arises and you have to drop a required course of the program