



# EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department / Program Area: **Commerce & Business Admin. Co-operative Education** Revision  New Course

If Revision, Section(s) Revised: **C, H**

Date of Previous Revision: **2000-09 A, D, F, H, J, M, N, O, P, Q, R**

Date of Current Revision: **2004-09**

C: **COOP 1200** D: **CO-OPERATIVE EDUCATION 1A** E: **9**

| Subject & Course No.   | Descriptive Title  | Semester Credits |
|--|--|------------------|
| <p><b>F:</b> Calendar Description:<br/> <b>This course is an <u>optional</u> work placement which occurs in the semester immediately after Co-operative Education I. It enables students to apply and develop more extensively their knowledge and skills prior to returning to their academic program of studies. Over the duration of the paid work placement (12-16 weeks), students, with the support of a faculty advisor, use and expand transferable job skills and program specific skills. Students set learning objectives for the work experience and complete a work placement project. This course is <u>not</u> one of the courses required to receive a Co-operative Education designation.</b></p> |  |                  |
| <p><b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p><b>Supervised work experience</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p><b>35 hours per week</b></p> <p>Number of Weeks per Semester:</p> <p><b>12 – 16 weeks</b></p>   | <p><b>H:</b> Course Prerequisites:</p> <p><b>COOP 1100 + submission of designated application and job search documents + a cumulative grade point average of 2.33 or permission of the Dean.</b></p> |                  |
|  | <p><b>I:</b> Course Corequisites:</p> <p><b>Nil</b></p>  |                  |
|  | <p><b>J:</b> Course for which this Course is a Prerequisite</p> <p><b>Nil</b></p>  |                  |
|  | <p><b>K:</b> Maximum Class Size:</p> <p><b>N/A</b></p>   |                  |

**L:** PLEASE INDICATE:

**M:** Course Objectives / Learning Outcomes

At the end of the course, the successful student should be able to

1. Use job search skills to obtain a work placement.
2. Set,

**P:** Textbooks and Materials to be Purchased by Students

NONE

**Q:** Means of Assessment

Students will be assigned a grade of **MASTERY** when **ALL** of the following are achieved.

Job search documentation and job interview result in a work placement

Work placement learning objectives are defined and fulfilled

Work placement project is completed based on given criteria

Employer's evaluation is satisfactory based on given criteria

Faculty advisor's evaluation is satisfactory based on given criteria

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Not applicable.

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Course Designer(s):

\_\_\_\_\_  
Education Council / Curriculum Committee Representative

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Dean / Director: **Rosilyn G. Coulson**

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Registrar: **Trish Angus**

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**Date: September 2004**