



EFFECTIVE: MAY 2008
CURRICULUM GUIDELINES

A. Division: **Education** Effective Date: **May 2008**

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

If Revision, Section(s) Revised:
 Date of Previous Revision:
 Date of Current Revision:

C: **COOP 3500** **D:** **Co-operative Education III** **E:** **9**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: a		

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I report outlining the nature and tasks of the work experience, detailing what they learned, and articulating how their academic and workplace experiences are connected particularly as related to the ten broad BBA learning outcomes. A student who successfully completes Coop 1100 plus one of Coop 1200, 2300 or 2400 plus this course, Coop 3500, is eligible for a Co-operative Education designation on her/his transcript for her/his degree.

G: **H:** Course Prerequisites:
 completion o

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, re-evaluate, and achieve realistic, measurable learning objectives.
3. Use transferable employability skills effectively.
4. Use program specific skills effectively.
5. Complete both an oral and written report based on defined criteria.

N: Course Content:

1.0 Job Search Skills

- 1.1 write targeted letters of application and resumes, which meet college and industry standards
- 1.2 research potential placement employers
- 1.3 complete successfully a job interview

2.0 Goal Setting

- 2.1 set work placement learning objectives
- 2.2 re-evaluate and reset goals as situation requires
- 2.3 analyse success through self-assessment which is communicated to the faculty advisor verbally and in writing
- 2.4 outline growth and development since previous work placement which is communicated to the faculty advisor verbally and in writing.

3.0 Employability Skills

- 3.1 communicate effectively with coworkers, employer clients/customers, supervisors, and coop representatives
- 3.2 work effectively as a team member, including resolving conflict
- 3.3 use critical/creative thinking in decision making and problem solving
- 3.4 embrace learning opportunities
- 3.5 represent self and the college professionally and ethically
- 3.6 develop personal management skills related to time, organization, and stress
- 3.7 accept criticism as a vehicle to learning

4.0 Program Specific Skills

- 4.1 apply learned academic knowledge and skills in the work environment

5.0 Oral and Written Report

- 5.1 synopsis of the organization, your position, and your responsibilities
- 5.2 outline of what you learned on the job as related to the ten broad BBA learning outcomes
- 5.3

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
- Written and oral reports are completed based on given criteria
- Employer's evaluation is satisfactory based on given criteria
- Program Coordinator's evaluation is satisfactory based on given criteria

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

Not applicable.