



CURRICULUM GUIDELINES

A: Division: **Instructional**

Date: **January 2000**

B: Department/ **COMMERCE & BUSINESS**
Program Area: **ADMINISTRATION**

New Course

Revision

If Revision, Section(s) Revised: **A,D,F,G,H,J,M,N,O,P,Q,R**

Date Last Revised: **April 1997**

C: COOP 100

D: CO-OPERATIVE EDUCATION I

E: 9

| Subject & Course No. | Descriptive Title | Semester Credits | | | | |
|---|---|------------------|--------------------------|------------|--------------------------|-----------------------------|
| <p>F: Calendar Description: This course enables students to apply and develop knowledge and skills on the job . Over the duration of the paid work placement (12-16 weeks), students, with the support of a faculty advisor, use, enhance and add to their transferable job skills and program specific skills. They set learning objectives for the work experience and complete a work placement project. This is the first of two compulsory courses which students must successfully complete to receive a Cooperative Education designation on their transcript.</p> | | | | | | |
| <p>G: Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Supervised work experience</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>35 hours per week</p> <p>Number of Weeks per Semester:</p> <p>12 - 16 weeks</p> | <p>H: Course Prerequisites:</p> <p>Co-op Orientation Workshop +Co-op Job Search Workshops or BUSN 201 + Submission of designated application and job search documents + completion of at least 18 program-related credits which include courses in numeracy, language literacy and computer literacy + a cumulative grade point average of 2.33 or permission of the Dean.</p> | | | | | |
| | <p>I: Course Corequisites: None</p> | | | | | |
| | <p>J: Course for which this Course is a Prerequisite: COOP 200 and COOP 300</p> | | | | | |
| | <p>K: Maximum Class Size: N/A</p> | | | | | |
| <p>L: PLEASE INDICATE:</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"><input type="checkbox"/></td> <td>Non-Credit</td> </tr> <tr> <td style="width: 20px; height: 20px;"><input type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> </table> | | | <input type="checkbox"/> | Non-Credit | <input type="checkbox"/> | College Credit Non-Transfer |
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College Credit Transfer:

Requested

Granted

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)**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, reevaluate, and achieve realistic, measurable learning objectives.
3. Use transferable employability skills effectively.
4. Use program specific skills effectively.
5. Prepare a work placement project to meet college and employer standards.

N: Course Content

1.0 Job Search Skills

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

2.0 Goal Setting

- 2.1 set work placement learning objectives
- 2.2 reevaluate as situation requires
- 2.3 analyse success through self assessment which is communicated to faculty advisor verbally and in writing.

3.0 Employability Skills

- 3.1 communicate effectively with coworkers, employer clients/customers, supervisors, and college 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 new learning opportunities and challenges
- 3.5 represent self, the college, and the employer professionally and ethically
- 3.6 develop personal management skills related to time, organization, and stress
- 3.7 accept constructive 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 Work Placement Project

- 5.1 choose a topic related to student's specific program or defined as a need by the employer
- 5.2 prepare project to industry and college standards
- 5.3 format to satisfy needs of employer and/or faculty advisor (formal written report, formal presentation, handbook, procedures manual, research paper, users' manual, for example)

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| <p>O: Methods of Instruction</p> <p>Independent learning through a program-related work placement with support given by a faculty advisor and workplace supervisor.</p> |
| <p>P: Textbooks and Materials to be Purchased by Students</p> <p>NONE</p> |
| <p>Q: Means of Assessment</p> <p>Students will be assigned a grade of MASTERY when ALL of the following are achieved.</p> <p>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</p> |
| <p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Not applicable.</p> |

Course Designer(s)

Education Council/Curriculum Committee Representative

Dean/Director

Registrar