

## CURRICULUM GUIDELINES

**A:** Division: **Instructional**

Date: **January 2000**

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

New Course

Revision

If Revision, Section(s) Revised:

Date Last Revised:

**C:** **COOP 400**

**D:** **CO-OPERATIVE EDUCATION IIA**

**E:** **9**

Subject & Course No.	Descriptive Title	Semester Credits												
<p><b>F:</b> Calendar Description: This final co-operative education course is an <b>optional</b> work placement which occurs in the semester immediately after Co-operative Education II. It enables students to apply and develop more extensively their knowledge and skills prior to finishing 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 learned academic transferable job search and program specific skills. Students set learning outcomes for the work experience and complete a work-term project. Students are encouraged to seek greater responsibility and/or challenging tasks and projects than they had or were involved in during the previous work placement(s)/ This course is <b>not</b> one of the courses required to receive a Co-operative Education designation.</p>														
<p><b>G:</b> Allocation of Contact Hours to Types 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>12 - 16 weeks</p>	<p><b>H:</b> Course Prerequisites: CO-OP 300 + submission of designated application and job search documents + a cumulative grade point average of 2.33 or permission of the Dean.</p> <p><b>I:</b> Course Corequisites: <b>NONE</b></p> <p><b>J:</b> Course for which this Course is a Prerequisite: <b>NONE</b></p> <p><b>K:</b> Maximum Class Size: <b>N/A</b></p>													
<p><b>L:</b> PLEASE INDICATE:</p> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;"></td> <td style="padding-left: 10px;">Non-Credit</td> <td></td> <td></td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;">X</td> <td style="padding-left: 10px;">College Credit Non-Transfer</td> <td></td> <td></td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;"></td> <td style="padding-left: 10px;">College Credit Transfer:</td> <td style="padding-left: 20px;">Requested <input style="width: 30px; height: 20px;" type="checkbox"/></td> <td style="padding-left: 20px;">Granted <input style="width: 30px; height: 20px;" type="checkbox"/></td> </tr> </table> <p style="text-align: center; margin-top: 10px;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>				Non-Credit			X	College Credit Non-Transfer				College Credit Transfer:	Requested <input style="width: 30px; height: 20px;" type="checkbox"/>	Granted <input style="width: 30px; height: 20px;" type="checkbox"/>
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**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 which expand on or are different from those set for previous work placements.
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, 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 reevaluate 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 Work Placement Project

- 5.1 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)

<p><b>O:</b> Methods of Instruction</p> <p>Independent learning through a program-related work placement with support given by a faculty advisor workplace supervisor.</p>
<p><b>P:</b> Textbooks and Materials to be Purchased by Students</p> <p>NONE</p>
<p><b>Q:</b> Means of Assessment</p> <p>Students will be assigned a grade of <b>MASTERY</b> when <b>ALL</b> 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><b>R:</b> 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