



# 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:	D:	E:
<b>COOP 3500</b>	<b>Co-operative Education III</b>	<b>9</b>
Subject & Course No.	Descriptive Title	Semester Credits

**F:** Calendar Description:  
**This co-operative education course is designed for BBA students to meet their work experience degree exit requirement. It can be used in place of BUSN 4500. This is a work placement (500 hours) where students, with the support of the BBA Coordinator, will apply and expand learned academic transferable and program specific skills. Students will develop and use job search skills. Students will set learning outcomes for the work experience and will complete both a written and oral 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.**

<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Supervised work experience</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>500 hours per semester</b>  Number of Weeks per Semester:  <b>14 - 15 weeks at 35 hours per week</b>	<b>H:</b> Course Prerequisites:  <b>completion of an approved diploma + submission of designated application and job search documents + a cumulative grade point average of 2.33 or permission of the Dean.</b>
	<b>I:</b> Course Corequisites:  <b>Nil</b>
	<b>J:</b> Course for which this Course is a Prerequisite  <b>Nil</b>
	<b>K:</b> Maximum Class Size:  <b>N/A</b>

**L:** PLEASE INDICATE:

<input type="checkbox"/>	Non-Credit
<input checked="" type="checkbox"/>	College Credit Non-Transfer
<input type="checkbox"/>	College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ([www.bctransferguide.ca](http://www.bctransferguide.ca))

<b>M:</b>	<p>Course Objectives / Learning Outcomes</p> <p>At the end of the course, the successful student should be able to</p> <ol style="list-style-type: none"> <li>1. Use job search skills to obtain a work placement.</li> <li>2. Set, re-evaluate, and achieve realistic, measurable learning objectives.</li> <li>3. Use transferable employability skills effectively.</li> <li>4. Use program specific skills effectively.</li> <li>5. Complete both an oral and written report based on defined criteria.</li> </ol>
<b>N:</b>	<p>Course Content:</p> <ol style="list-style-type: none"> <li>1.0 Job Search Skills             <ol style="list-style-type: none"> <li>1.1 write targeted letters of application and resumes, which meet college and industry standards</li> <li>1.2 research potential placement employers</li> <li>1.3 complete successfully a job interview</li> </ol> </li> <li>2.0 Goal Setting             <ol style="list-style-type: none"> <li>2.1 set work placement learning objectives</li> <li>2.2 re-evaluate and reset goals as situation requires</li> <li>2.3 analyse success through self-assessment which is communicated to the faculty advisor verbally and in writing</li> <li>2.4 outline growth and development since previous work placement which is communicated to the faculty advisor verbally and in writing.</li> </ol> </li> <li>3.0 Employability Skills             <ol style="list-style-type: none"> <li>3.1 communicate effectively with coworkers, employer clients/customers, supervisors, and coop representatives</li> <li>3.2 work effectively as a team member, including resolving conflict</li> <li>3.3 use critical/creative thinking in decision making and problem solving</li> <li>3.4 embrace learning opportunities</li> <li>3.5 represent self and the college professionally and ethically</li> <li>3.6 develop personal management skills related to time, organization, and stress</li> <li>3.7 accept criticism as a vehicle to learning</li> </ol> </li> <li>4.0 Program Specific Skills             <ol style="list-style-type: none"> <li>4.1 apply learned academic knowledge and skills in the work environment</li> </ol> </li> <li>5.0 Oral and Written Report             <ol style="list-style-type: none"> <li>5.1 synopsis of the organization, your position, and your responsibilities</li> <li>5.2 outline of what you learned on the job as related to the ten broad BBA learning outcomes</li> <li>5.3 analysis of the extent to which the BBA program prepared you for the job – plusses and gaps</li> <li>5.4 prepared to meet industry and college standards in terms of writing and presentation skills</li> </ol> </li> </ol>
<b>O:</b>	<p>Methods of Instruction</p> <p>Independent learning through a program-related work placement with support given by a program coordinator and worksite mentor.</p>
<b>P:</b>	<p>Textbooks and Materials to be Purchased by Students</p> <p>NONE</p>

**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.

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Course Designer(s): Brenda Read

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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: March 2008