

Course Outline

Co-operative Education Preparatory Course

Course Number: MGT2373	Contribution to Program: Compulsory
Applicable Program(s): Business Administration - Materials Management	AAL: 01
Course Hours:	Prerequisites: Registered Co-op Student
Delivered: Normative:	1 hr/week for 16 weeks
Educator(s): Co-op Officer	Corequisites: none
Approval Date: December 1999	Approved for Academic Year: 1999 - 2000
	Approved By: Title: Program Manager

This course contributes to your program by helping you to achieve the following skills:		
- resume writing - interviewing techniques - job search techniques - communication - report writing	- group dynamics - interpersonal - decision making - time management - career planning	- critical thinking - creative thinking - job evaluation - business writing

COURSE CURRICULUM

I. Course Learning Requirements/Embedded Knowledge and Skills

Course Learning Requirements	Knowledge and Skills
When you have earned credit for this course you will be able to demonstrate that you have achieved the following skills:	
1. Decision making	- what is Co-op Education - benefits - admission (eligibility/selection criteria) - work term schedule/sequence - career goals and objectives - self assessment (value, skills, work, personal)
2. Job search techniques	- professional resume writing - job review and evaluation - skills inventory - company research - matching personal qualities to job requirements
3. Interviewing	- Purpose of Job Interview - Types of interviews - Preparation for an interview - Interview Analysis - Practical Hints
4. Developing "Learning Outcomes"	- Categories of Learning Objectives - Guidelines for developing objectives - Process for developing Learning Objectives - Evaluation of the achievement of Learning Outcomes

COURSE DESCRIPTION

This course covers the "pre-employment" component of the Co-op Option of the program of study. The course will provide Co-op students with the skills and knowledge to develop a professional resume and job search correspondence (i.e. cover letter). Students will also be provided with information and techniques in the area of employment interviews. Students will also be exposed to the Co-op policies, processes, co-op documentation and work term responsibilities.

RELATIONSHIP TO PROGRAM LEARNING OUTCOMES

5. Employment/Work Term Responsibilities	<ul style="list-style-type: none"> - Personal Consideration - Adapting to the workplace - Assessment of the work term - Work Term Report Guidelines
6. Generating Job Opportunities	<ul style="list-style-type: none"> - Establishing network contacts - Developing a mentor/advisor relationship - Benefits of hiring a Co-op Graduate - Life-long learning

1. Attend all scheduled classes
2. Complete all required assignments satisfactorily

Students who fail to meet the above criteria will NOT receive a passing grade.

RELATED INFORMATION

If you are a student with a disability please identify your needs to the professor and/or the Centre for Students with Disabilities (CSD) so that support services can be arranged for you. You can do this by making an appointment at the CSD, or arranging a personal interview with the professor to discuss your needs.

Students, it is your responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

II. Learning Resources

- Co-op Operational Guidelines
- Handouts
- Exercises
- Co-op Web Site

III. Teaching/Learning Methods

During this course you are likely to experience:

- Lectures
- Guest Speakers
- Group Discussions

IV. Learning Activities

Samples of learning activities include:

- Reading Assignment
- Class exercises
- Group discussions
- Invited lecturers

V. Evaluation/Earning Credit

The course is graded on a PASS/FAIL basis and does NOT contribute to the overall GPA (Grade Point Average).

The following are the individual course evaluation components:

- Attendance
- Class exercises

Any missed evaluation points will result in a grade of "F", except in the case of a documented emergency.

In order to achieve a PASS grade for the course students must:

SEMESTER ACTIVITY OUTLINE

WEEK	ACTIVITY
1 - 8	PRE-EMPLOYMENT
	<ul style="list-style-type: none"> ▶ Review application for admission process and deadline for application ▶ Introduction to CO-OP policies, procedures and services ▶ Benefits ▶ Work Level Expectations ▶ Access group needs for Co-op pre-employment ▶ Elect group representative ▶ Review activity schedule ▶ Review career research assignment (if applicable) ▶ Self-Assessment and Skills Assessment ▶ Self-Management ▶ Work Content Skills ▶ Value Assessment-Work and Personal ▶ Discuss Job Search Methods ▶ Review Assessment ▶ Resume Writing-skills analysis ▶ Discuss Job Bulletin and application process ▶ Interview methods and processes ▶ Job interview preparation exercise ▶ Pre-interview checklist ▶ Accomplishment Exercise ▶ Marketing yourself <ul style="list-style-type: none"> - Skills Assessment - Work related values assessment - Knowledge assessment - Position description analysis - Company profile - Tell Me About Yourself" or "Why Should I Hire You" exercise ▶ Company Research Tools ▶ Personal job search ▶ Interview Techniques ▶ Interview Preparation ▶ Establishing Work Level Objectives ▶ Defining learning experience criteria to use in ranking process ▶ Review "Ranking Process" ▶ Personal Job search resources and strategies

WEEK	ACTIVITY
9 - 16	<ul style="list-style-type: none"> ▶ Work Term expectations in relation to learning objectives ▶ Work Term documentation ▶ Employer Approval of Learning Objectives ▶ Work Term Log/Journal ▶ Evaluation Tools (Mid Term Progress Report, Employer Final Evaluation) ▶ Work Term Report Requirements ▶ Contract ▶ Professional department ▶ Work Ethics ▶ Communication ▶ Final preparation for work term ▶ Student Consultation (as required) ▶ Finalize work term arrangements