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| 4. Responsibility | <ul style="list-style-type: none"> - Set goals and objectives for work and personal life - Time, money and other resource management to achieve established goals and objectives - Accountability for ones actions |
| 5. Adaptability | <ul style="list-style-type: none"> - Positive attitude toward change - Recognition, respect for workforce diversity and individual differences |

I. Learning Resources

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

II. Teaching/Learning Methods

During this course you are likely to experience:

- Lectures
- Guest Speakers
- Group Discussions

V. 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:

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.

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 deportment ▶ Work Ethics ▶ Communication ▶ Final preparation for work term ▶ Student Consultation (as required) ▶ Finalize work term arrangements |