



EFFECTIVE: SEPTEMBER, 2008
CURRICULUM GUIDELINES

A. Division: **Education** Effective Date: **September, 2008**

B. Department / Program Area: **Student and Enrolment Services** / **Co-operative Education** Revision New Course

If Revision, Section(s) Revised: **B, F, G**

Date of Previous Revision: **September, 2004**

Date of Current Revision: **March, 2008**

C: **COOP 2300** D: **Co-Operative Education II** E: **9**

Subject & Course No.	Descriptive Title	Semester Credits
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<p>F: Calendar Description: This Co-op course is taken after either Coop 1100 or 1200 and after at least a one semester return to academic studies. It enables students to expand their transferable job skills and their program related knowledge and skills by building upon their previous Co-op work experience and their further academic studies. With the support of a faculty advisor, students set learning objectives for the work experience and complete a work placement project. As this is a second or third work placement, students are encouraged to seek greater responsibility and/or more challenging tasks and projects than they had or were involved in during the previous work placement(s). This course is intended to enhance the student's career success upon graduation from her/his chosen program. A student who successfully completes Coop 1100 and this course will receive a Co-operative Education designation on her/his transcript for her/his diploma.</p>		
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<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Supervised work experience</p>	<p>H: Course Prerequisites: COOP 1100 + one full-time semester of program-related academic studies which is subsequent to completion of COOP 1100 or 1200 + submission of designated application and job search documents + a cumulative grade point average of 2.33 or permission of the Dean.</p>	
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<p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>25 hours per week for 16 weeks or 35 hours per week for 12 weeks</p>	<p>I: Course Corequisites:</p> <p>Nil</p>	
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<p>Number of Weeks per Semester:</p> <p>12 – 16 weeks</p>	<p>J: Course for which this Course is a Prerequisite</p> <p>COOP 2400</p>	
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	<p>K: Maximum Class Size:</p> <p>N/A</p>	
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L: PLEASE INDICATE:

	Non-Credit
	College Credit Non-Transfer
X	College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.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, re-evaluate, 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 re-valuate 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 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)

O: Methods of Instruction

Independent learning through a program-related work placement with support given by a faculty advisor and workplace supervisor.

P: Textbooks and Materials to be Purchased by Students

NONE

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

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

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Not applicable.

Course Designer(s): Brenda Read

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**

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Date: March 2008