

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 in related field of study.
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-evaluate 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 co-workers, employer clients/customers, supervisors, and Co-op 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 constructive 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 as 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): Dana Wakabayashi

Education Council / Curriculum Committee Representative

Dean / Director: Ted James

Registrar: Ted James