



<p><b>M:</b> 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 either an oral or written report based on defined criteria.</li> </ol>
<p><b>N:</b> 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 Written or Oral 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 prepared to meet industry and college standards in terms of writing and presentation skills</li> </ol> </li> </ol>
<p><b>O:</b> Methods of Instruction</p> <p>Independent learning through a program-related work placement with support given by a program coordinator and worksite mentor.</p>
<p><b>P:</b> 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 or 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): **Bill Archibald**

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Education Council / Curriculum Committee Representative

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Dean / Director: **Robert Buller**

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Registrar: **Ted James**