



**EFFECTIVE: MAY 2011**  
**CURRICULUM GUIDELINES**

**A. Division: Education** Effective Date: **MAY 2011**

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

If Revision, Section(s) Revised:  
Date of Previous Revision:  
Date of Current Revision:

**C: COOP 3510** **D: Co-operative Education III** **E: 9**

Subject & Course No.	Descriptive Title	Semester Credits
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<p><b>F:</b> Calendar Description:</p> <p>This Co-operative education course is designed for Sport Science students seeking work in a related field. With the support of a faculty advisor, students will apply and expand learned academic transferable and program specific skills. Students will develop and use job search skills. Students will set learning outcomes for the work experience and will complete either a written or oral report outlining the nature and tasks of the work experience, detailing what they learned, and articulating how their academic and workplace experiences are connected. This course is intended to enhance the student's career success upon graduation.</p>	
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<p><b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p><b>Supervised work experience</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p><b>Minimum 420 hours per semester.</b></p> <p>Number of Weeks per Semester:</p> <p><b>12-16 weeks</b></p>	<p><b>H:</b> Course Prerequisites:</p> <p>COOP 2310 Completion of an approved diploma + submission of designated application and job search documents + a cumulative grade point average of 2.33 or permission of the Dean.</p> <p><b>I:</b> Course Co-requisites:</p> <p><b>Nil</b></p> <p><b>J:</b> Course for which this Course is a Prerequisite:</p> <p><b>K:</b> Maximum Class Size:</p> <p><b>N/A</b></p>
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**L: PLEASE INDICATE:**

	Non-Credit
	College Credit Non-Transfer
<b>X</b>	College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ([www.bctransferguide.ca](http://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 related to field of study.
2. Set, re-evaluate, and achieve realistic, measurable learning objectives.
3. Use transferable employability skills effectively.
4. Use program specific skills effectively.
5. Complete both an oral and written report based on defined criteria.

**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 and reset goals 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 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 Written or Oral Report

- 5.1 synopsis of the organization, your position, and your responsibilities
- 5.2 outline of what you learned on the job as related to the SPCS learning outcomes
- 5.3 prepared to meet industry and college standards in terms of writing and presentation skills

**O:** Methods of Instruction:

Independent learning through a program-related work placement with support given by a program coordinator and worksite mentor.

**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
- 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): Dana Wakabayashi

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Education Council / Curriculum Committee Representative

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Dean / Director: Ted James

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Registrar: Ted James