



CAMOSUN COLLEGE
Co-operative Education &
Student Employment Services
Environmental Technology Program

ENVR 100A – Environmental Work Search Skills
Fall 2002

COURSE OUTLINE

The Approved Course Description is available on the web @
www.camosun.bc.ca/divisions/registrar/calendar/2002

⌘ Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records.

1. Instructor Information

- (a) Instructor: **Trisha Jarrett**
- (b) Office hours: **By appointment**
- (c) Location: **Fisher 214**
- (d) Phone: **370-3426** Alternate: **370-3425**
- (e) E-mail: **Jarrett@camosun.bc.ca**
- (f) Website: <http://www.camosun.bc.ca/divisions/coop>

2. Intended Learning Outcomes

Co-operative education is an educational model that promotes continuous learning through the integration of classroom and applied work-based learning. Through co-operative education, employers and educators share the responsibility to prepare students for the rapidly changing social, economic and technological environment of the modern workplace. Co-operative education is learner-centred whereby students direct their own learning and make a valuable contribution to the workplace, while guided and supported by both the co-op employer and the institution.

The Co-operative Education Seminar is the first stage of a student's preparation for a successful and meaningful experience in the co-operative education model.

By the end of the Co-operative Education Seminar, learners will be able to:

- ***identify and evaluate their current and desired skills, knowledge, talents and interests to continually self-direct learning and careers;***
- ***set specific, measurable goals for personal and professional growth;***
- ***explore career opportunities and trends using a variety of tools and methods;***

- **articulate their own current skills, talents, knowledge, interests and professional goals in a variety of contexts including:**
 - **an effective resume,**
 - **a targeted covering letter,**
 - **an employment interview, and**
 - **an employment proposal**
- **build and maintain a network of relationships to assist in their personal and professional growth;**
- **identify appropriate professional behaviors and effective communication in the workplace;**
- **access resources related to workplace legislation and regulations; and**
- **plan to maximize personal and professional contributions and learning throughout the co-operative education experience.**

3. Required Materials

(a) Texts

Co-operative Education Seminar Student Workbook, Co-operative Education, Camosun College

(b) Other

4. Course Content and Schedule

See final page.

5. Basis of Student Assessment (Weighting)

ASSIGNMENT	DUE	%
Employability Skills Worksheets	October 21	5%
Draft Resume Identification of transferable skills- 5% Relevant work and educational experience- 5% Objectives and highlights of skills and qualifications- 5% Overall resume: format, references, personal touch- 5%	November 4	20%
Draft cover letter	November 4	15%
Work Search Assignment	November 18	20%
Final resume and cover letter	November 18	5%
Attendance and Participation-*		35%

*** Note: Students must not miss more than 2 classes over the term to pass the course. If an illness or other crisis prevents you from attending, phone Trisha Jarrett 370-3426 or Jane Bond 370-3415 before that class.**

6. Grading System

S *Satisfactory acquisition of defined skills*

U *Unsatisfactory acquisition of defined skills*

I *Incomplete (reverts to U after six weeks if assignment not completed, see Calendar for details)*

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or the College web site at <http://www.camosun.bc.ca>

ACADEMIC CONDUCT POLICY

There is an Academic Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html

ENVR 100A
Monday 12:30 – 2:20
Fisher 214

SCHEDULE: Fall 2002

DATE	TOPIC	READINGS	ASSIGNMENTS
Class #1 September 30	Introduction <ul style="list-style-type: none"> • Set goals for seminar • What do Environmental Technologists Do • The Changing Labour Market • Transferable Skills Exercise 	* Course Outline * Course Schedule Co-op Seminar Material pgs. 1-14	Employability Skills Worksheets handed out
Class #2 October 7	Resume Writing, Part 1 <ul style="list-style-type: none"> • Identifying types of resumes and selecting a format for your resume • Review guideline for effective resumes • Skill based resume 	Co-op Seminar Material pgs. 15-39	Please bring a draft resume to class Work search assignment handed out
Class #3 October 21	Resume Writing, Part 2 <ul style="list-style-type: none"> • Employability Skills - What are they? • Transferable skills- Identifying and naming relevant skills from past work and community volunteer experience Cover Letters <ul style="list-style-type: none"> • Purpose, Content, and Formats 	Co-op Seminar Material pgs. 37, 40 – 45	Please bring draft resume to class Please bring completed Employability Skills Worksheets to class
Class #4 October 28	Cover Letters <ul style="list-style-type: none"> • Analyze job posting descriptions for relevant content and formatting techniques 	Co-op Seminar Material pgs. 40 - 45	Please bring draft cover letter to class
Class #5 November 4	Electronic Work Search <ul style="list-style-type: none"> • Use internet to search job postings, research company information, and post your current resume 	Co-op Seminar Material pgs. 66 - 69	Submit draft resumes and cover letters
Class #6 November 18	Conducting a Pro-Active Work Search <ul style="list-style-type: none"> • The hidden job market • Networking and building a network • Information interviews and how to conduct one 	Co-op Seminar Material pgs. 50 - 65	Work Search Assignment due in class Final resume and cover letter due in class