



**Co-operative Education & Student Employment Services
Environmental Technology Program**

**ENVR 100B – Co-operative Education Seminar
Winter 2003**

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

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|-------------------|---|----------------------------|
| (a) Instructor: | Donna Carswell | |
| (b) Office hours: | Drop-in or by appointment | |
| (c) Location: | Fisher 128 | |
| (d) Phone: | 370-3905 | Alternate: 370-3425 |
| (e) E-mail: | carswell@camosun.bc.ca | |
| (f) Website: | www.camosun.bc.ca/divisions/coop | |

2. Intended Learning Outcomes

Co-operative education 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;***

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- **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

Week 1 January 21	Introduction Clarifying the Co-op Process Learning Portfolios Assignment #1: Employment Profile Assignment #2: Information Interview
Week 2 January 28	Job Interview Tips and Techniques Assignment #3: Resume and Cover Letter for Mock Interview <i>(Sign up for Mock Interview Time)</i>
Week 3 February 4	Goal Setting/Transferability to life outside of co-op Guerrilla Networking
Week 4 February 11	Mock Interviews
Week 5 February 18	Performing Successfully in the Workplace Professional Workplace Behaviours/Communication
Week 6 February 25	Employer and Employee Responsibilities Human Rights, Harassment, Employment Standards, WCB Completing a Successful Co-op Work Term Review/Topic of Interest

5. Basis of Student Assessment (Weighting)

- (a) Assignments

Students will receive a Satisfactory (S) grade based on the completion of all of the following

Employment Profile

Covering Letter and Resume for Mock Interview

Mock Interviews

Information Interview

Due Jan. 28

Due Feb. 4

In Class on Feb. 11

Due Feb. 25

All assignments must be completed satisfactorily to complete the course with an "S" (satisfactory) grade.

- (b) Quizzes

- (c) Exams

- (d) Other (e.g. Project, Attendance, Group Work)

Attendance at all classes is mandatory and required to complete the course with an "S" (satisfactory) grade.

6. Grading System

S Satisfactory acquisition of defined skills

U Unsatisfactory acquisition of defined skills

I Incomplete (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