

CAMOSUN COLLEGE
Co-operative Education
Applied Communication Program
COMM 101, Co-operative Work Experience 1
Fall 2004

COURSE OUTLINE

The Approved Course Description is available on the web @ www.camosun.bc.ca

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

1. Instructor Information

- | | |
|------------------|---------------------------------------------------------------------------|
| (a) Instructor | Donna Carswell |
| (b) Office hours | 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/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 a learner-centred model where 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.

Through the Co-operative Education Work Term, learners will be able to:

- *transfer to a practical setting the skills, knowledge and abilities learned in the classroom,*
- *set and pursue specific, measurable goals for personal and professional growth within the context of their career field,*
- *demonstrate components of effective workplace communication,*
- *demonstrate appropriate professional behaviors in the workplace,*
- *acquire relevant work experience to enhance their competitive position when applying for work,*
- *maximize personal and professional contributions toward the development of new skills and knowledge in their career field,*
- *build and maintain a network of colleagues, supervisors and associated contacts in their career field to assist in their personal and professional growth,*

- prepare to transfer the understanding and practice of current industry practices, issues, technologies and skills developed in the workplace to his/her next level of academic study, and
- articulate their personal growth between classroom, workplace and community.

3. Required Materials

Co-op Student Handbook
 Personal Co-op Learning Portfolio
 Co-operative Education Seminar Student Workbook

4. Course Content and Schedule

Work Term Learning Plan due	September 24, 2004 (or three weeks after start date)
Mid-term Reflection on Learning	bring to on-site visit
On-site visit	October, November 2004
Learning Portfolio due	January 7, 2005
Completed Employer Performance Assessment due	January 7, 2005
Completed Student Assessment of Learning due	January 7, 2005
Return to school meetings	January, February 2005

5. Basis of Student Assessment (Weighting)

To receive a '**Completed with Distinction**' (DST) grade for the work term, students must meet all of the following criteria:

- Submit all required Co-operative Education documentation by the established deadlines. This includes the following:
 - Work Term Learning Plan
 - Student Assessment of Learning
 - Employer Performance Assessment of Co-op Student
 - Co-op Learning Portfolio
- Receive an outstanding overall evaluation on the Employer Performance Assessment of Co-op Student.
- Submit a Co-op Learning Portfolio/Work Term Report that receives an outstanding evaluation.

To receive a "**Satisfactory**" (S) grade for a Co-op Work Term, students must meet all of the following criteria:

- Submit all required Co-operative Education documentation. This includes the following:
 - Work Term Learning Plan
 - Student Assessment of Learning
 - Employer Performance Assessment of Co-op Student
 - Co-op Learning Portfolio
- Receive a satisfactory or better overall evaluation on the Employer Performance Assessment of Co-op Student.
- Submit a Co-op Learning Portfolio/Work Term Report that receives a satisfactory or better evaluation.

6. Grading System

DST Complete with Distinction.

S Satisfactory acquisition of defined skills.

U Unsatisfactory acquisition of defined skills.

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