

**Co-operative Education & Student Employment Services
Applied Communication Program**

**COMM 180 – Co-operative Education Seminar
Fall 2004**

COURSE OUTLINE

The Approved Course Description is available on the web @
www.camosun.bc.ca/divisions/registrar/calendar/2004

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: **Drop in (Tuesday-Thursday) or by appointment**
- (c) Location: **Fisher 128A**
- (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 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,***

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- *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

Zippered or hardcover binder with divided sections for Learning Portfolio

4. Course Content and Schedule

See back page.

5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

(a) Assignments

Students will receive a Satisfactory (S) based on:

- ◆ completion of the Employability Skills, Personal Qualities and Personal Values self-assessment worksheets
- ◆ submission of a final approved copy of a resume in one of three formats and meeting the minimum criteria as outlined in the seminar material
- ◆ submission of an approved sample cover letter
- ◆ successful performance and completion of a mock interview with an assessor(s)
- ◆ successful completion of an information interview and written reflection of the experience
- ◆ demonstration of an understanding of goal setting, human rights and employment standards, roles and responsibilities of co-op students, employers, staff and faculty

(b) Quizzes

(c) Exams

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

6. Grading System

Satisfactory/Unsatisfactory

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

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| <p>1. ORIENTATION/INTRODUCTION TO CO-OP
 <i>Assignment #1: Student Information Form & Meeting (due Sept. 30)</i></p> | <p>September 8</p> |
| <p>2. PERSONAL MANAGEMENT: USING ASSESSMENT AND GOAL SETTING TO MAXIMIZE CO-OP LEARNING</p> | <p>September 15</p> |
| <p>3. TRANSFERABLE SKILLS
 <i>Bring your current resume to next class</i></p> | <p>September 22</p> |
| <p>4. RESUMES
 <i>Assignment #2: Draft Resume (due October 13)</i></p> | <p>September 29</p> |
| <p>5. RESUMES AND COVER LETTERS
 <i>Assignment #3: Cover Letter and Final Resume (due October 27)</i></p> | <p>October 6</p> |
| <p>6. INTERVIEW PREPARATION
 <i>Assignment #4: Mock Interviews (due November 24)</i></p> | <p>October 13</p> |
| <p>7. WORK SEARCH STRATEGIES
 <i>Assignment #5: Information Interview (due November 17)</i></p> | <p>October 20</p> |

**RESUMES & COVER LETTERS FOR MOCK INTERVIEWS MUST BE COMPLETED BY OCTOBER 27TH.
INDIVIDUAL MOCK INTERVIEWS TO BE HELD NOVEMBER 1-24**

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| <p>8. STRATEGIC EMPLOYMENT: WORKPLACE TRENDS AND GUERRILLA NETWORKING
 <i>Assignment #6: ACP-related Employment Websites (due Nov. 3)</i></p> | <p>October 27</p> |
| <p>9. EMPLOYMENT PORTFOLIOS
 <i>Assignment #7: Co-op Learning Portfolio (due November 24)</i></p> | <p>November 3</p> |
| <p>10. PROFESSIONAL MANAGEMENT
 <i>Assignment #8: Employment Standards Quiz (due November 17)</i></p> | <p>November 10</p> |
| <p>11. HUMAN RIGHTS/EMPLOYMENT STANDARDS</p> | <p>November 17</p> |
| <p>12. CO-OP MANAGEMENT: REVIEW OF JOB POSTING AND WORK TERM EVALUATION PROCESS</p> | <p>November 24</p> |