



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

**ENVR 100 – Environmental Work Search Skills
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: **Trisha Jarrett**
- (b) Office hours: **Drop in Monday – Wednesday or by appointment**
- (c) Location: **Fisher 128**
- (d) Phone: **370-3426** Alternate: **370-3425**
- (e) E-mail: **Jarrett@camosun.bc.ca**
- (f) Website: **<http://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 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

Zippered or hardcover binder with dividers for Learning Portfolio

4. Course Content and Schedule

See final page.

5. Basis of Student Assessment (Weighting)

Students will receive a Satisfactory (S) based on completion of the following to the minimum criteria outlined in the Seminar material:

| ASSIGNMENT | DUE |
|--|--------------|
| Employability Skills Worksheets, self-assessment worksheets | September 14 |
| Final resume in one of three formats | September 28 |
| Sample cover letter and resume for Mock interview | October 5 |
| Completion of a mock interview with an assessor | October 12 |
| Completion of information interview and written reflection on the experience | October 26 |
| Co-op Learning Portfolio | November 2 |
| Demonstration of an understanding of Goal setting, human rights and employment standards, roles and responsibilities of co-op students, employers, staff and faculty | November 9 |

* **Note:** Attendance is mandatory for this course. If an illness or other crisis prevents you from attending, phone Trisha Jarrett 370-3426 or Leslie Elliott 370-3415 before that class. Make-up assignments will be given for missed classes.

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

SCHEDULE: Fall 2004

| DATE | TOPIC | READINGS | ASSIGNMENTS |
|--------------------------|--|---|---|
| Class #1 September 7 | Introduction, Self Assessment <ul style="list-style-type: none"> Set goals for seminar Goals, Personal Management and Transferable Skills | * Course Outline * Course Schedule Co-op Seminar Material pgs. 12-23 | Employability Skills Worksheets handed out (due September 14) |
| Class #2 September 14 | Resume Writing, Part 1 <ul style="list-style-type: none"> Transferable skills Identifying types of resumes and selecting a format for your resume Review guideline for effective resumes Skill based resume | Co-op Seminar Material pgs. 24-48 | Please bring a draft resume to class Please bring completed Employability Skills Worksheets to class Information Interview handed out |
| Class #3 September 21 | Resume Critique <ul style="list-style-type: none"> Resumes will be exchanged and critiqued Cover Letters Purpose, Content, and Formats | Co-op Seminar Material pgs. 47-54 | DUE: First draft of resume |
| Class #4 September 28 | Interview Preparation | Co-op Seminar Material pgs. 80-91 | DUE: Final resume Assignment: Mock Interviews : cover letter and resume for Mock Interviews (Must be handed in at the beginning of next class) |
| Class #5 October 5 | Work Search <ul style="list-style-type: none"> Methods of work search Networking/informational Interviews Employment Proposals | Co-op Seminar Material pgs. 59-79 | DUE: Submit Cover letter and resume due for Mocks |
| Class #6 October 12 | Mock Interviews | | |
| Class #7 October 19 | Performing Successfully in the Workplace | Co-op Seminar Material pgs. 92-104 | |
| Class #8 October 26 | Learning Portfolios, Goal Setting | Co-op Seminar Material pgs. 2-11; 112-118 | DUE: Information Interview reflection piece |
| Class #9 November 2 | Conflict Resolution, Employer and Employee Responsibilities | Co-op Seminar Material pgs. 94-97; 101-104 | DUE: Co-op Learning Portfolio |
| Class #10 November 9 | The Co-op Process: Job Postings, Work Terms and Evaluation | Co-op Seminar Material pgs. 105-110 | |