COLLEGE OF
THE ROCKIES

COOP-100 – Workplace Readiness for Co-op Experience

Cooperative Education

Effective Term & Year: Fall 2022
Course Outline Review Date: 2027-09-01

Program Area: Cooperative Education

Description:

This course prepares students for co-op employment success. Workshop and classroom activities will develop employability skills and job search skills while also preparing the student for contemporary workplace expectations of professionalism and conflict resolution. Students will also be introduced to the reporting requirements of the co-op experience in preparation for a work semester.

Program Information:

COOP 100 is a prerequisite for students pursuing the co-op option in their academic diploma, associate degree, or Bachelor of Business Administration program**.**

Delivery Methods: On-campus (Face-to-Face), Online

Credit Type: College of the Rockies Credits

Credits: 1

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	20
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other
Total

Course Requisites:

- 24 program credits completed or in progress.

Flexible Assessment: No

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see https://www.bctransferguide.ca/ or https://transferalberta.alberta.ca . For more transfer credit information, please visit https://www.cotr.bc.ca/Transfer

All requests for course transfer credit from institutions in British Columba or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

No textbook required;

Please see the instructor's syllabus or check COTR's online text calculator https://textbook.cotr.bc.ca/ for a complete list of the currently required textbooks.

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

- differentiate employer, student and co-op team (COTR) roles and responsibilities while in the co-op work experience cycle;
- critically evaluate their own professional capabilities, identify areas for improvement, and strategize for continuous improvement;
- demonstrate awareness of their own cultural perspective while respecting differences in others and gaining a more intercultural perspective to effectively work in a global

community;
- develop strategies to deal effectively with conflict and stress in the workplace;
- tailor and deploy an appropriate résumé and portfolio to be used in securing a co-op work placement and future employment;
- successfully complete a mock interview;
- identify professional work expectations and codes of conduct in their specific career choice, and adapt those to personal values; and
- explain the full cycle of co-op work experience from preparation for employment to final evaluation reporting.

Course Topics:

- Job readiness
- The hiring process
- Professionalism and ethics
- Workplace responsibilities
- Employer responsibilities
- The co-op work experience

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

Evaluation and Assessments

Assessment Type: On-Campus (face-to-face) and Online, or Hybrid

Assessment Type	% of Total Grade
Participation (class activities)	10
Career goal assignment	20
Resume and cover letter	25
Mock interview	15
Professionalism assignment	15
Co-op expectations assignment	15

Grade Scheme

COM	NCG
Completed to the minimum defined standard	No credit granted – less than minimum defined standard

Pass requirements: None

Evaluation Notes Comments:

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.