



COOP-145 – Career Preparation for Co-op Work Term

Cooperative Education

Effective Term & Year: Winter 2026
Course Outline Review Date: 2031-09-01

Program Area: Cooperative Education

Description:

This course prepares students for co-op employment success. Through workshop and classroom activities, they will develop employability and job search skills. Students will also prepare for contemporary workplace expectations of professionalism and conflict resolution. They will learn about the trends in their area of discipline, assess their own strengths, develop a personal brand, and improve their communication in an interview and within a workplace setting. Students will develop learning and career goals and, for some industries, earn certifications that support their upcoming work term.

Program Information:

This course is mandatory in programs that require a co-operative education work term.

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

Credit Type: College of the Rockies Credits

Credits: 3

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	

Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	45

Course Requisites:

None

Prior Learning and Recognition: Yes

Students are able to request formal recognition of their prior learning or experience outside the classroom. Challenge examination, portfolio-assisted assessment, work-based assessment or a combination of assessments that is appropriate to identify, assess, and recognize prior skills, competencies, and knowledge to achieve course credit. Tuition fees apply, refer to Policy [2.5.5 Prior Learning Assessment and Recognition \(PLAR\)](#) or contact an education advisor for more information.

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 Columbia or elsewhere should go to the College of the Rockies Enrollment Service office.

Textbook Resources:

A reading package will be available, as detailed in the course syllabus that may include:

* Getting Ready for Work-Integrated Learning by Deb Nielsen, Emily Ballantyne, Faatimah Murad, and Melissa Fournier is licensed under a CC BY-NC 4.0 license.

* Depending on certifications required for the position for co-op students may have additional fees to earn the certification.

* Course handouts, student co-op handbook

Learning Outcomes:

- identify career opportunities and trends in their chosen field;
- assess individual strengths and opportunities for skill improvement and career progression;
- identify professional work expectations and codes of conduct in their chosen field;
- articulate current skills, talents, knowledge, interests and professional goals in a variety of contexts;
- demonstrate awareness of their own cultural perspective and develop a more intercultural perspective;
- explain health & safety, rights and responsibilities, and inclusive work practices; and
- practice networking skills in an industry setting.

Course Topics:

- Introduction to the co-operative education model
- Personal branding
- Career goals
- Professionalism and ethics
- The job search – tools and strategies
- Communication in the workplace
- Foundations of workplace safety
- Strategies for workplace success
- Managing expectations

Evaluation and Assessments

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

Assessment Type	% of Total Grade
Class Discussion and Participation	10%
Career Plan	15%
Personal Brand Package*	30%
Job Search Package*	45%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50

Evaluation Notes Comments:

Evaluations with an * consist of several smaller assignments. The course syllabus will outline assessment values for these assignments.

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 2.1.4 Course Audit
- Policy 2.4.1 Credential Framework
- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Rights, Responsibilities and Conduct
- Policy 2.4.8 Academic Performance
- Policy 2.4.9 Student Feedback and Concerns
- Policy 2.4.11 Storage of Academic Works
- Policy 2.5.3 Student Appeal
- Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)

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.