COLLEGE OF
THE ROCKIES

COOP-150 – Co-op Work Experience

Cooperative Education

Effective Term & Year: Fall 2025
Course Outline Review Date: 2030-04-01

Program Area: Cooperative Education

Description:

The co-op work experience provides students the opportunity to put theory into practice to further develop employability competencies and enforce the practices and skills gained during classroom studies. Furthermore, this course connects the student with industry practitioners, building employment networks and establishing the foundations of the student's employment history. An effective workplace environment supports students in developing skills which are essential to their future success.

Program Information:

COOP 150 is for students pursuing the co-op option in an academic diploma, associate degree, or Bachelor of Business Administration program.

Delivery Methods: Co-op/Work Placement

Credit Type: College of the Rockies Credits

Credits: 3

Instructional Activity and Hours:

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

Practicum/Field Experience	420 – 500
Co-op/Work Experience	
Other	
Total	420 – 500

Course Requisites:

- Completed the following:
    - COOP100 – Workplace Readiness for Co-op Experience (1)

Prior Learning and Recognition: 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:

Resource package provided where required.

Learning Outcomes:

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

- articulate the insights gained into one's occupation and career path of their choice and interest through meaningful work experiences;
- practice theories taught in the classroom and relate those theories to best practices in the workplace;
- apply technical skills learned in the classroom to a workplace setting and acquire technical skills that may not be fully available through college education;
- observe management skills and styles and apply these to one's own practice;
- develop employability skills and expand employment experiences by working with an industry mentor;
- adapt to the professional expectations of the work environment; and

• practice behaviours typical of and appropriate to the workplace.

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

Course Topics:

Co-operative Education Work Experience

Evaluation and Assessments

Assessment Type: Co-op/Work Placement

Assessment Type	% of Total Grade
Student work placement reports	50%
Industry evaluation report	50%
Total	100%

Grade Scheme

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

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.

Co-op work experience is initially evaluated by the on-site supervisor. Once the Co-op work placement package has been submitted to the course instructor, the course instructor determines the final letter grade based on the assignments, practicum evaluation and instructor feedback.

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.