



Industry Work (Co-op Work Experience) – COOP 150

University Studies Program

Course Outline

COURSE IMPLEMENTATION DATE: September 2018
OUTLINE EFFECTIVE DATE: January 2022
COURSE OUTLINE REVIEW DATE: September 2027

GENERAL COURSE DESCRIPTION:

The Co-op work placement provides a work-based learning experience and opportunity to students. This work placement will 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: This course is delivered at a suitable work placement location

COTR Credits: 3

Hours for this course: 500 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	500
Other Contact Hours	
Total	500

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-Job Experience	
Formal Work Experience	500
Other	
Total	500

Course Outline Author or Contact:

Becky Pelkonen, BPE, MSc, PBDM

Signature

APPROVAL SIGNATURES:

Department Head
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Darrell Bethune
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Department Head Signature

Dean Signature

EDCO

Valid from: January 2022- September 2027

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Students must have completed COOP 100.

Co-requisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Student should also contact an academic advisor at the institution where they want transfer credit.

Textbooks and Required 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:

None

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

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

- gain insight into the 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 practise;
- 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.

EVALUATION AND ASSESSMENT (Face-to-Face Delivery):

Assignments	% of Total Grade
Student work placement reports	50%
Industry evaluation report	<u>50%</u>
Total:	100%

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 POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

COM	Completed to defined standard
NCG	No Credit Granted

Co-op work placement 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.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.