



COURSE OUTLINE

SCHOOL OF BUSINESS

COURSE NAME: Co-op Preparation Course
COURSE CODE: COOP 1000
CREDIT HOURS: 28
PREREQUISITES: None
COREQUISITES: None
PLAR ELIGIBLE: YES () NO (X)
EFFECTIVE DATE: September 2009
PROFESSOR:
PHONE: (416) 415-5000

OFFICE #:

EMAIL:

NOTE TO STUDENTS: Academic Departments at George Brown College will NOT retain historical copies of Course Outlines. We urge you to retain this Course Outline for your future reference.

FOR OFFICE USE ONLY	
ORIGINATOR: _____	_____
SIGNATURE	DATE
CHAIR: _____	April 2009 _____
SIGNATURE	DATE
DATE OF REVISION: _____	

EQUITY STATEMENT: George Brown College values the talents and contributions of its students, staff and community partners and seeks to create a welcoming environment where equity, diversity and safety of all groups are fundamental. Language or activities which are inconsistent with this philosophy violate the College policy on the Prevention of Discrimination and Harassment and will not be tolerated. The commitment and cooperation of all students and staff are required to maintain this environment. Information and assistance are available through your Chair, Student Affairs, the Student Association or the Human Rights Advisor.

George Brown College is dedicated to providing equal access to students with disabilities. If you require academic accommodations visit the Disability Services Office or the Deaf and Hard of Hearing Services Office on your campus.

STUDENT RESPONSIBILITIES: Students should obtain a copy of the *Student Handbook* and refer to it for additional information regarding the grading system, withdrawals, exemptions, class assignments, missed tests and exams, supplemental privileges, and academic dishonesty. Students are required to apply themselves diligently to the course of study, and to prepare class and homework assignments as given. Past student performance shows a strong relationship between regular attendance and success.

COURSE DESCRIPTION:

The purpose of this course is for students to enhance their career planning skills and apply these skills to effectively prepare for Co-op Work Terms. Skills such as cover letter and resume development, job search, researching, networking, letter writing and interviewing will be developed and practiced. Additionally, students will focus on “soft” skills such as self-awareness, goal setting, interpersonal communication, personal presentation and business etiquette. Active participation will be required as students will be learning experientially, collaboratively and cooperatively.

ESSENTIAL EMPLOYABILITY SKILLS:

As mandated by the Ministry of Training, Colleges and Universities essential employability skills (EES) will be addressed throughout all programs of study. Students will have the opportunity to **learn (L)** specific skills, to **practice (P)** these skills, and/or **be evaluated (E)** on the EES outcomes in a variety of courses. The EES include communication, numeracy, critical thinking & problem solving, information management, interpersonal and personal skills. The faculty for this course has indicated which of the EES are either Learned (L), Practiced (P) or Evaluated (E) in this course:

Skill	L	P	E	Skill	L	P	E
Communication: 1. Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.	x	x	x	7. Locate, select, organize and document information using appropriate technology and information systems.	x	x	x
2. Respond to written, spoken or visual messages in a manner that ensures effective communication.	x	x	x	Interpersonal: 8. Show respect for the diverse opinions, values, belief systems, and contributions of others.	x	x	x
Numeracy: 3. Understanding and applying mathematical concepts and reasoning.				9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.	x	x	x
Critical Thinking & Problem Solving: 4. Apply a systematic approach to solve problems.		x		Personal Skills: 10. Manage the use of time and other resources to complete projects.	x	x	x
5. Use a variety of thinking skills to anticipate and solve problems.	x	x	x	11. Take responsibility for one’s own actions, decisions and consequences.	x	x	x
Information Management: 6. Analyze, evaluate, and apply relevant information from a variety of sources.	x	x	x				

COURSE OUTCOMES:

Upon successful completion of this course the students will have reliably demonstrated the ability to:

1. Network to establish contacts in your field.

- Develop questions for an information interview.
- Practice conducting an information interview.
- Demonstrate knowledge about various industries and challenges.
- Develop and practice a 30-second infomercial.
- Explore different program-related professional associations and events.
- Source government and job-related information (online job postings, cover letter and resume assistance, etc.).

2. Prepare for initial application to secure a first interview with a potential employer.

- Utilize inventory tools to conduct a self-assessment.
- Differentiate between functional and chronological resumes.
- Create a resume and cover letter to highlight your key competencies and skills.
- Develop cover letters and resumes to target specific industry sectors/employers.
- Research companies and jobs and apply to jobs on your own.

3. Utilize the internal processes offered by the co-op office in order to effectively secure a Co-op position.

- Describe the support services available at George Brown College.
- Utilize websites and online systems (including PlacePro) to search for and apply to co-op positions.
- Practice the guiding principles established by the Co-op Office and documented in the Co-op Student Handbook.
- Research organizational culture, structure and leadership practices to ensure appropriate fit with co-op position.

4. Develop skills to be effective in a variety of styles of Interviews.

- Identify commonly used interview questions in structured and unstructured interviews.
- Practice responding to interview questions.
- Design structured interview questions for positions relevant to your program.
- Develop targeted responses to interview questions.
- Role play the candidate/applicant.
- Utilize different structured interviewing techniques (behavioural questions, situational questions, etc.).
- Interact with diverse groups in order to hone interviewing skills.

5. Develop skills to be successful on a work term.

- Identify tips of how to make the most of your co-op opportunity.
- Describe the Co-op Process during a work term.
- Identify proper business acumen and work place etiquette (dress, verbal/non-verbal communications and e-mail).

DELIVERY METHODS / LEARNING ACTIVITIES:

Lecture, collaborative work, online learning and independent study.

LIST OF TEXTBOOKS AND OTHER TEACHING AIDS:

Required:

- **Career Focus Canada – A Personal Job Search Guide, Fourth Edition**
Martucci Lamarre, Helene / McClughan, Karen; Pearson, 2008;
ISBN-13: 978-0-13-227991-8; ISBN-10: 0-13-227991-6
Available through the George Brown College Book Store.

ATTENDANCE AND ASSIGNMENT POLICY:

Success in the course is based heavily on attendance, in-class participation and assignments that may be given in class. Students are expected to attend the class fully prepared. This includes having read the appropriate chapter(s) and reference material prior to the start of the class.

Attendance is therefore essential to a student's success. No more than two (2) classes may be missed between Sessions 1 and 11. If the class falls on a statutory holiday, there will be no class that day.

Assignment due dates are announced in class and are documented in the Course Outline. Assignments will not be accepted after 7 days beyond the deadline and may result in course failure. All assignments must be successfully completed to acceptable standards to pass the course.

ASSIGNMENT POLICY:

Assignment due dates are documented in the Course Outline and are announced in class. Students are responsible for keeping track of these dates and are expected to hand in assignments on time. **If a student must miss a deadline, they must call or email their Co-op Officer in advance and set up an alternative plan, then they must provide appropriate support documentation immediately upon return to school.** Acceptable documentation would be in the form of a doctor's note, a court summons or funeral documentation.

EVALUATION SYSTEM:

Assessment Tool:	Description:	Outcome(s) assessed:	EES assessed:	Date / Week:	Final Grade:
Class Attendance	Students are required to attend all sessions. No more than two (2) classes may be missed from Sessions 1 through 10.	1, 2, 3, 4, 5	2, 6, 8, 9, 10	Sessions 1 to 10.	Pass/Fail
Assignments	1) Self-Assessment	2	1, 7, 10	Session 1	Pass/Fail
	2) Cover Letter & Resume	2, 3	1, 6, 7, 8, 10, 11	Sessions 2, 3, 4, 5 & 6	Pass/Fail
	3) Practice Interview	2, 4	2, 5, 7, 8, 9, 10	Sessions 7, 8 & 9	Pass/Fail
	4) Informational Interview	1	1, 2, 6, 7, 10, 11	Session 10	Pass/Fail

Note: You will receive your assignments back the week after you handed them in or at the next class with a pass or fail on them.

GRADING SYSTEM:

This is a **PASS/FAIL** course. In order to pass, students must successfully complete every assignment and not miss more than two classes from sessions 1 to 11.

Excerpt from the College Policy on Academic Dishonesty:

The *minimal* consequence for submitting a plagiarized, purchased, contracted, or in any manner inappropriately negotiated or falsified assignment, test, essay, project, or any evaluated material will be a grade of zero on that material. To view George Brown College policies please go to www.georgebrown.ca/policies

TOPICAL OUTLINE:

Week	Topic / Task	Outcome(s)	Content / Activities	Resources
Week 1 Session 1	<ul style="list-style-type: none"> ▪ Introduction to the Co-op Process 	<ul style="list-style-type: none"> ▪ 1, 2 	<ul style="list-style-type: none"> ▪ Introduction ▪ Co-op Welcome and Expectations ▪ Co-op Program Overview ▪ Self-assessments ▪ Self-directed Search ▪ Assignment #1 Given – Self Assessment By next Class: <ul style="list-style-type: none"> ▪ Read Co-op Student Manual ▪ Logon to PlacePro and update your contact information including email address and phone number(s) 	<ul style="list-style-type: none"> ▪ Chapters 1, 2, 12 ▪ Co-op Student Handbook
Week 1 Session 2	<ul style="list-style-type: none"> ▪ Effective Resumes 	<ul style="list-style-type: none"> ▪ 2 	<ul style="list-style-type: none"> ▪ Resumes ▪ Industry-specific Resumes ▪ Assignment # 1 Due 	<ul style="list-style-type: none"> ▪ Chapter 5
Week 2 Session 3	<ul style="list-style-type: none"> ▪ Cover Letters 	<ul style="list-style-type: none"> ▪ 2 	<ul style="list-style-type: none"> ▪ Cover letters ▪ Customizing & tailoring cover letters ▪ Assignment #2 Given – Resume and Cover Letter (due for the clinic) ▪ Assignment #4 Given - Informational Interview (due session 10) 	<ul style="list-style-type: none"> ▪ Chapter 6
Week 2 Session 4	<ul style="list-style-type: none"> ▪ Resumes & Cover Letter Clinic 	<ul style="list-style-type: none"> ▪ 3 	<ul style="list-style-type: none"> ▪ 1-1 meeting to critique your cover letter & resume 	
Week 3 Session 5	<ul style="list-style-type: none"> ▪ Resume & Cover Letter Clinic Continued 	<ul style="list-style-type: none"> ▪ 3 	<ul style="list-style-type: none"> ▪ 1-1 meeting to critique your cover letter & resume 	
Week 3 Session 6	<ul style="list-style-type: none"> ▪ PlacePro Training 	<ul style="list-style-type: none"> ▪ 3 	<ul style="list-style-type: none"> ▪ Co-op job application process ▪ How to search & apply to co-op jobs ▪ Keeping your contact information current ▪ Assignment #2 – Due 	<ul style="list-style-type: none"> ▪ PlacePro Student Training Guide
Week 4 Session 7	<ul style="list-style-type: none"> ▪ Interview Essentials 	<ul style="list-style-type: none"> ▪ 2, 4 	<ul style="list-style-type: none"> ▪ Co-op Interview Process ▪ Interview Preparation ▪ Company Research ▪ Interview Formats, Post Interview Review ▪ Information Interviews, Job Offers ▪ Assignment # 3 Given – Mock Interview (due at clinic) 	<ul style="list-style-type: none"> ▪ Chapters 3, 4, 7, 8, 9, 10
Week 4 Session 8	<ul style="list-style-type: none"> ▪ Interview Clinic 	<ul style="list-style-type: none"> ▪ 3, 4 	<ul style="list-style-type: none"> ▪ 1-1 Practice Interviews ▪ Assignment #3 – Due 	

Week 5 Session 9	<ul style="list-style-type: none"> ▪ Interview Clinic Continued 	<ul style="list-style-type: none"> ▪ 3,4 	<ul style="list-style-type: none"> ▪ 1-1 Practice Interviews ▪ Assignment #3 – Due 	
Week 5 Session 10	<ul style="list-style-type: none"> ▪ Job Search Techniques and Networking 	<ul style="list-style-type: none"> ▪ 1, 3 	<ul style="list-style-type: none"> ▪ Job Search Tips ▪ Job Boards ▪ Relevant Associations ▪ Industry and Company Research ▪ Infomercials ▪ Assignment # 4 Due 	<ul style="list-style-type: none"> ▪ Chapters 3, 4
Week 6 Session 11	<ul style="list-style-type: none"> ▪ Career Success Skills 	<ul style="list-style-type: none"> ▪ 1 ▪ 5 	<ul style="list-style-type: none"> ▪ Tips on how to be successful on the job ▪ Learning Objectives ▪ Site Visits ▪ Work Term Evaluations ▪ What to do at the end of your work term 	<ul style="list-style-type: none"> ▪ Chapters 7, 11, 12
<p>Sessions 12 to 14 are optional. These sessions may include review or additional help as needed on topics covered during sessions 1-11 or work term related topics.</p>				
Week 8	<i>INTERSESSION WEEK</i>			
<p>Please note: this schedule may change as resources and circumstances require.</p> <p>For information on withdrawing from this course without academic penalty, please refer to the College Academic Calendar: http://www.georgebrown.ca/Admin/Registr/PSCal.aspx</p>				