

# Coop ~ Course Outline



- This course integrates academic study and classroom theory with experiences at the work site.
- Cooperative education assists students bound for university or college, and students entering the workforce, in making career decisions as well as developing knowledge, skills, and attitudes essential in today's society.

## Prerequisite:

16 Credits and GLC 20 (Career Studies)

Credit Value	1	2	3	4
Hours Required	110	220	330	440

Note: An In-school related subject is required, preferably at a senior level for every two Coop credits.



# Pre-employment: (15 – 20 Hours)

## 1) Job Readiness

- Resume Writing
- Cover Letter Development
- Reference Guide
- Application Process
- Interview Skills



## 2) Health and Safety

- Safety Awareness
- WHMIS Testing
- PPLP – Personalized Placement Plan



# Pre-employment: (15 – 20 Hours)



## 3) Rights and Responsibilities

- Employment Standards Act
- Confidentiality
- Unions
- Human Rights
- Harrassment



### **Canadian Human Rights Act**

The purpose of this Act is to extend the laws in Canada to give effect to the principle that all individuals should have an opportunity equal with other individuals to make for themselves the lives that they are able to and wish to have and to have their needs accommodated, consistent with their duties and obligations as members of society, without being hindered in or prevented from doing so by discriminatory practices based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or conviction for an offense for which a pardon has been granted.





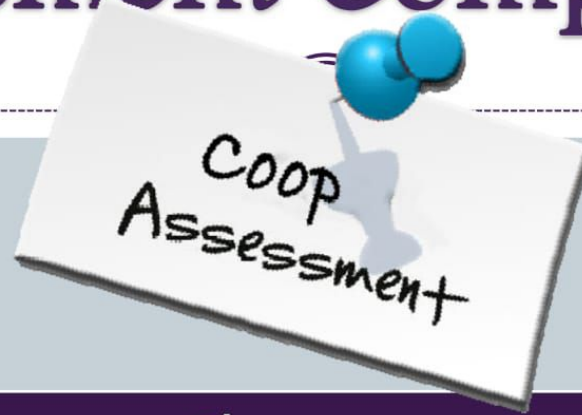
# Integration: (14 – 15 hours)



- Reflection of Placement Experiences
- Journal Entries
- Prepare for Final Summative Assignment
- Career Exploration
- Understanding Labour Markets
- PPLP – Continuous
- Meet One Time Each Month



# Assessment Component:



Employer	Classroom	Final Summative
<ul style="list-style-type: none"><li>• 40 %</li><li>• Mid Term Assessment</li><li>• Final Assessment</li><li>• The Employer provides feedback on work and learning skills</li></ul>	<ul style="list-style-type: none"><li>• 30 %</li><li>• Tests</li><li>• Assignments</li><li>• Time Sheets</li><li>• Journals</li><li>• Reflection Reports</li><li>• Career Exploration</li></ul>	<ul style="list-style-type: none"><li>• 30 %</li><li>• Portfolio</li><li>• Presentation</li><li>• Visual Component</li><li>• Exit Resume</li><li>• Project</li><li>• Thank You Letter</li></ul>

