

## COOP1000 Course Outline

### Course Instructor:

Olivia Tang – Co-op Student Advisor/COOP1000 Instructor

### Email:

Coop1000@carleton.ca

### Office Hours:

Mondays & Tuesdays 2pm – 3pm. Meeting by appointment only using the [link](#)

### Charting Your Course: Schedule & Timeline

Below you will find the schedule and timeline for the course. It is important that you make note of when modules are to be completed and when the assignment and all quizzes are due **as all due dates are firm.** Throughout the course, it is crucial that you regularly **check your Carleton email account** as important information regarding your assignment, events, and next steps are to this account.

<u>DATES</u>	<u>MODULE(S) TO REVIEW</u>	<u>ASSIGNMENT DUE DATE</u>
<b>September 3- September 18, 2025</b>	<b>Module 1:</b> Introduction to your Co-op Journey (19 mins)  <b>Module 2:</b> Self-Assessment for your Co-op and Beyond (27 mins)	<b>Module 1 &amp; 2 Quiz Due:</b>  Thursday, September 18, 2025 at 11:59 p.m.
<b>September 18- October 2, 2025</b>	<b>Module 3:</b> Writing Effective Resumes and Cover Letters (47 mins)  <b>Module 3 Assignment Information:</b> Please see relevant details below	<b>Module 3 Assignment Due:</b>  Thursday, October 2, 2025 at 11:59 p.m.
<b>September 30, 2025</b>  Last day to withdraw from fall term courses with a full fee adjustment		
<b>October 2- October 9, 2025</b>	<b>Module 4:</b> Preparing for Successful Interviews (32 mins)	<b>Module 4 Quiz Due:</b>  Thursday, October 9, 2025 at 11:59 p.m.
<b>October 9- October 16, 2025</b>  <b>Note:</b> No deliverables are due during Reading Week – October 2025	<b>Module 5:</b> Self-Directed Job Search (27 mins)	<b>Module 5 Quiz Due:</b>  Thursday, October 16, 2025 at 11:59 p.m.

<b>October 16- October 30, 2025</b>	<b>Module 6:</b> Preparing for your Co-op WorkTerm (49 mins)	<b>Module 6 Quiz Due:</b>  Thursday, October 30, 2025 at 11:59 p.m.
<b>October 30- November 6, 2025</b>	<b>Module 7:</b> Understanding the Co-op Job Search (45 minutes)	<b>Module7 Quiz Due:</b>  Thursday, November 6, 2025 at 11:59 p.m.
<b>November 6 – November 13, 2025</b>	<b>Module 8:</b> The Co-op Student Participation Agreement (10 mins)	<b>Module 8 Quiz Due:</b>  Tuesday November 13, 2025 at 11:59 p.m.
<b>November 11 – November 25, 2025</b>	<b>Assignment 3 redo:</b> You will receive feedback and grades on your first submission. <b>If you receive an UNSAT</b> , you will have the opportunity to resubmit by the 27th.	If you received SAT, you would not need to resubmit
<b>November 15, 2025</b> Last day for academic withdraw from full fall and late fall courses		
<b>November 15 - November 26, 2025</b>	By this time, all the course requirements for COOP1000 are to be submitted and completed. During this period, I will be evaluating your assignment and quizzes and providing you with relevant feedback and pertinent information about next steps.	
<b>November 26th- December 6, 2025</b>	Your official grades will be entered into Carleton Central no later than Friday, December 6th, 2025. We recognize that after you complete this course, you will need much of the information presented as you begin your job search. The course material will remain available to you on Brightspace for the duration of your time in the co-op program and beyond.  We encourage you to consult this resource in the future.	

## **How You Will be Evaluated**

COOP1000 will be graded as SAT (satisfactory) or UNS (unsatisfactory). A grade of SAT or UNS in an ungraded program requirement or option has no impact on your CGPA calculation. However, students must be aware that if they are receiving academic scholarships, a grade of Unsatisfactory (UNS) may negatively impact continued eligibility for scholarship(s). For more details about this regulation, please contact the Awards Office.

### **To complete COOP1000 with a grade of SAT you MUST:**

1. **Modules:** Thoroughly review the content of all learning modules
2. **Assignment:** Complete the Module 3 assignment on or before the specified due date outlined in the charting your course table above. You must obtain a grade of SAT on the assignment.
3. **Quizzes:** Complete all quizzes on or before the specified due dates outlined in the charting your course table above. A grade of 70% or higher is required on all quizzes.

## **Module 3 Assignment**

The module 3 assignment section in Brightspace provides resources and a step-by-step breakdown of everything you need to complete the assignment. When accessing this section please ensure that you select the submodule that corresponds to your academic program to view specific content for your discipline. If you have questions or require support, you can refer to the assignment FAQ section or pose your questions on the discussion board. Please submit the resume you plan to use in your actual job search; the provided templates and examples are intended as guides, not strict requirements.

## **Withdrawal Deadline/Accommodations**

If you are formally enrolled in COOP1000 and no longer plan to complete the modules, assignment, or quizzes, you must formally withdraw (through Carleton Central) from COOP1000 by **November 15, 2025**. Students who neglect to formally withdraw will receive a grade of UNS (Unsatisfactory) on their transcripts.

You may need special arrangements to meet your academic obligations during the term because of disability, pregnancy, or religious obligations. Please review the course outline and contact the course instructor with any requests for academic accommodation.

## **Academic Integrity**

Students enrolled in COOP1000 must adhere to the standards outlined in Carleton University's Academic Integrity Policy. Any student who violates the standards of academic integrity outlined in the policy will be subject to appropriate sanctions. Please familiarize yourself with these standards by reading the Academic Integrity Policy [here](#).

## **Use of Generative AI**

The use of Generative AI or GenAI (ex. ChatGBT, Grammarly AI, etc.) can be very helpful as a supplemental tool in strengthening your own original ideas and words. Utilizing AI to revise for clarity, expand on an existing thought, or make your writing more concise can be an effective way to strengthen your application documents. However, we would caution that an over reliance on AI or utilizing it without discernment often leads to generic and poorly written documents. The foundation of your application package should always be your own experiences and skills. Here are the guidelines for AI: [Guidelines for AI - Career Services](#)

### **A Special Note for Students with Disabilities**

Students with disabilities requiring academic accommodation in their course must register with the Paul Menton Centre for a formal evaluation of disability related needs.

Registered PMC students are required to contact the Centre at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) every term to ensure that the instructor receives their request for accommodation. After registering with the Paul Menton Centre, make an appointment to meet with the course instructor to discuss your needs at least two weeks before the assignment is due.