**Orientation to Engineering Cooperative Education**

*Course description: An examination of the history, philosophy and objectives of Cooperative Education; introduction to the operation of the Cooperative Education Program; self-assessment of transferable skills and work values; preparation of the resume; practice of job interview skills; goal setting on the job; ethics; human rights; and public and worker safety and health considerations including the context of the Alberta Occupational Health and Safety Act. Note: This course is only open to students registered in the Cooperative Education Program and must be taken prior to a student's first work placement.*

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**Section A2 : Wednesday at 7:59 am** **Location: ETLC E1 001**

| **Class #** | **Date** | **Topic** | **Assignment** | **Post-class Homework** |
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| Class 1 | September 6 | **Introduction to Cooperative Education**   * Welcome to Co-op * Course objectives * Defining expectations * Introduction to Co-op Staff * Introduction to PlacePro | In class Co-op policy review | Sign in on PlacePro and set up account  Review the Co-op website  Watch Resume presentation on eClass  Prepare your resume & references |
| Class 2 | September 13 | **Resumes, References & Cover Letters**  Review of:   * Resume * References * Introduction to cover letters | **Due in class today:** Bring your completed Resume and draft References to class for a mandatory in class exercise | Sign up for resume review  Session – An email will be sent to you with an electronic sign up sheet. Remember your **SESSION** **DAY**  **Reminder:** Visit Careers Day at Butterdome on September 27 |
| Small group resume reviews | No classes | Bring, Cover Page, Grading guidelines, final ***Employer ready*** Resume & References for review by a Coordinator during your group session  *These are held in the Co-op Office: DICE 2-300* | Resume and Reference – reviewed by a Coordinator  Satisfactory Pass due by November 1 | |
| Class 3 | October 4 | **The Job Search & Using PlacePro**   * Job search strategies * Relocation * PlacePro jobs |  | eClass : Review sample job descriptions |
| Class 4 | October 11 | **The Co-op Recruitment Process**   * Sequences and timeframes * Getting interviews * Rank & match   Assignment : Applying on a mock job – demonstration |  | Watch eClass PlacePro online demonstration  Print your PlacePro profile and apply on the mock job with resume and transcript |
| Class 5 | October 18 | **Interview Skills**   * Introduction to types of interviews * In class exercise *“Tell me about yourself”* | **Due in class:** Your Profile print-off (placepro assignment) handed in at beginning of class.  Apply to mock job by 4pm today | Watch eClass video  **Complete eClass quiz** |
| Class 6 | October 25 | **Guest Speaker**  **Health & Safety**  **Professional Ethics**  *Our guest speaker provides an engaging talk on what it means to be a professional engineer and the significance of safety and ethics* |  |  |
| Class 7 | November 1 | **Employer Guest Speakers**  *Employers will come to campus and share their thoughts on what they look for in resumes and during interviews, and what to expect on a work term* | You may attend other sections too if you are able (optional)   * Sept 28 at 12:30 ETLC E2-001 * Nov 20 at 8:00am ETLC E1-001 | |
| Class 8 | November 8 | **Student Guest Speakers**  *Senior level students share their experiences on work terms – they will tell you the good & the bad, and what to really expect* | Watch eClass slideshow of student work site experiences  You may attend other sections too if you are able (optional)   * October 3 at 12:30pm ETLC E2-001 * Nov 6 at 8:00am ETLC E1-001 | |
| Class 9 | November 22 | **Success on your work term**   * Evaluations * Work term reports * Tips for workplace success * P.Eng Experience * What happens next? |  | **Complete eClass quiz**  If you have questions for the FAQ class, send them in to the Instructor |
| Class 10 | November 29 | **International Work Terms**  **Research as a Work Term**  **Frequently Asked Questions Class**   * Students will have an opportunity to submit questions prior to and during class. Answers will be provided during the class. |  |  |

**COURSE REQUIREMENTS**

You must successfully complete **ALL** of the following course components in order to receive credit in ENGG 299. Class attendance is mandatory to understand the entire co-op recruitment process. There may be in class assignments and information used in the online quizzes that will only be presented in class. If you are going to be absent or miss a class you will have to contact the Instructor to provide an explanation of your absence.

**Summary of Assignments**

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| * In class assignment – Co-op Agreement | due September 6 |
| * Sign in and set up PlacePro | prior to class September 13 |
| * Review Co-op website | prior to class September 13 |
| * First draft of resume and references | Hard copy due in class September 13 |
| * Sign up for Coordinator group session | By September 15 |
| * Attend Small Group Session | My date & time is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Final version of resume and references – assessed as satisfactory | due for your Coordinator review meeting – date to be determined |
| * Print off and hand in a copy of the ‘My Profile’ section in Placepro. | Due October 18 handed in at beginning of class |
| * PlacePro Application to Mock Job with resume and transcripts (in a portfolio) | Due October 18 by 4:00 pm |
| * eClass Quiz #1 | Complete by October 25 |
| * eClass Quiz #2 | Complete by November 29 |

EVALUATION OF ASSIGNMENTS and FINAL GRADE

No assignment will be accepted past the due date without prior arrangements or proper documentation (for medical emergencies, excused absences, or other circumstances deemed valid).

CREDIT for this course is one unit and is graded on a pass/fail basis. Credit will be granted for this course when assignments are completed and Satisfactory and you have attended a resume review session.  If you do not complete the assignments then you will receive a Fail. **Engg 299 is a prerequisite for your first co-op work term and continuation in the co-op program.**