**** COURSE SECTION INFORMATION

# Centre for Business

# School of Management

**Work Experience (Internship) 1**

**Professor: Professor Name**

**Email: GBC Email**

**Phone: GBC Number & Extension**

**Office: Faculty Office**

**Pre-Requisite: BUS1000**

**Co-Requisite: None**

**Course Number: COOP1001**

**Course Section: XXXXX**

**Academic Year: 2019-20**

**Term: 2020SS**

**Academic Level: Diploma**

### Course Learning Outcomes

The learning outcomes for this course are the same as those listed in the approved course outline available on Blackboard.

### Section-Specific Learning Resources

The textbooks for this course are the same as those listed in the approved course outline available on Blackboard.

### Evaluation System…

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Evaluation System Category**  **(on Course Outline)** | **Assessment Tool:** | **Description:** | **% of Final Grade:** |
| Blog(s) | Blog posting 1 | See topical outline | Pass/Fail |
| Blog(s) | Blog posting 2 | See topical outline | Pass/Fail |
| Blog(s) | Blog posting 3 | See topical outline | Pass/Fail |
| Work Experience Report | Work Experience Report | See below | Pass/Fail |
| Employer Evaluation Report | Employer’s Performance Evaluation |  | Pass/Fail |
|  |  | **TOTAL:** | **100%** |

**Blog Postings**

You will have to complete three blog postings throughout this course.

All postings must be uploaded through the Blackboard by clicking on the appropriate blog posting link.

The blog postings should be no less than 250 words and no greater than 400 words. Your postings should be thoughtful, reflective and focused on the topic to be discussed.  Share stories about your own work term and include information about what you have learnt through this placement, such as strategies and techniques applied by your company, its approach to successful competition in the marketplace, latest news and other media reports. Use clear, concise language to communicate your thoughts. Leave a blank line between paragraphs for easier reading. Choose your words carefully and remember to review your posting for any spelling or grammatical errors or inappropriate content.

**Work Experience Report**

You will have to submit a 5-10 page report detailing the nature of your work term assignment, skills developed, the relevancy and application of your academic studies in supporting your work term efforts and overall satisfaction with the experience.

The report should be **structured** as follows:

1. Title Page: The first page should include student name, ID#, program, Work experience # and dates of employment, company name and address, and name of your immediate supervisor.

2. Table of Contents: Include principal headings as they appear in the report, page numbers and appendices, if applicable.

3. Main Body (Please use a subheading for each section):

-  Overview of company and products and/or services provided

-  Job title and description, function and organization of the department in which you worked

-  Your observations of the organizational culture

-  Provide two specific examples of when you were able to apply the learning from your program in your job

-  Describe two specific activities you completed regarding the development of your employment network during this work experience

 4. Bibliography

Report **formatting** guidelines:

-  MS Word

-  Arial 12 point

-  Double-spaced

-  Numbered pages

-  Five to 10 pages in length, not including cover page with student name and number

-  Use MLA/APA style for citations and bibliography (please be consistent to apply only one of the styles)

**Employer's Performance Evaluation**

The employer evaluation form should be filled in by your employer and discussed with you at the performance appraisal meeting.  We recommend to request scheduling your meeting for week 12-13 to have all the paper work finalized by week 14. The original of your evaluation will be sent by your employer directly to the George Brown College Field Education office. A copy of the form will be handed to you to be submitted through the Blackboard. Your Employer’s evaluation will be graded after receiving the original evaluation form by the Co-op Officer.

Students will receive feedback and/or results of all tests and assignments within two weeks of the due date except in unusual circumstances.

### Learning Schedule / Topical Outline (subject to change with notification)

| **Week** | **Topic / Task** | **Content / Activities** | **Resources** | **Assessment Tool** | **Weight** |
| --- | --- | --- | --- | --- | --- |
| **1** | * Student begins work experience according to the dates specified in the job offer. |  |  |  |  |
| **3** | * Online blog posting 1 on Blackboard (LMS) | * Identify and discuss one important business issue related to your company | * Student workplace observation, study and experience | * Blog posting 1 | * Pass/Fail |
| **6** | * Online blog posting 2 on Blackboard (LMS) | * Discuss at least two specific actions you have taken to in order to work effectively with either your manager or with a work team | * Blog posting 2 | * Pass/Fail |
| **9** | * Online blog posting 3 on Blackboard (LMS) | * Tell about three questions you would ask in the information interview with a senior leader of your organization | * Blog posting 3 | * Pass/Fail |
| **12** | * Employer evaluation |  | * Supporting documentation from the respective organization and appropriate external sources | * Employer’s Performance Evaluation * Work Experience Report (early submission) | * Pass/Fail |
| **13** | * Work Experience Report |  | * Student workplace observation, study and experience | * Work Experience Report | * Pass/Fail |
| **Please note: this schedule may change as resources and circumstances require.**  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**](http://www.georgebrown.ca/Admin/Registr/PSCal.aspx) | | | | | |

### Course Related Policies

The policies for this course are the same as those listed in the approved course outline available on Blackboard.