**Co-op 101 Workplace Tips**

**Week 1 - Expectations**

***Be aware of the way you present yourself.***

**Week 2 – Resume Development I**

***Visualize the person you want to be in the workplace.***

**Week 3 – Resume Development II**

***Make connections with colleagues and people in your field.***

**Week 4 – Planning and Goal Setting for Co-op and Career**

***Contribute to an open and inclusive workplace.***

**Week 5 - Job Search/SCDC Online**

***Ask for feedback, accept and integrate criticism.***

**Week 6 – Networking and Self-Directed Job Search**

***Practice active listening, know when to ask questions.***

**Week 7 – Interview Preparation**

***Know Workplace Policies.***

**Week 8 – Video Interview Practice**

**Week 9 – Professional Communication and Cover Letter Tips**

***Show initiative and create opportunities.***