

Camosun College
Co-operative Education Department
2015 Co-op WEP Seminar Outline
for Technology Program Students

The Approved Course Description is available at: <http://camosun.ca/learn/calendar/current/web/coop.html>

Co-op & Internship Coordinator (makes exceptions, personal learning plans)

- (a) **Name** Tim Ayers
(b) **Office hours** Please email Tim for an appointment
(c) **Location** Tec 247
(d) **Phone** 250-370-4455
(e) **E-mail** ayers@camosun.bc.ca
(f) **Website** <http://camosun.ca/learn/school/trades-technology/contact-us.html>

Co-op Employment Facilitator (job development, resume assistance, facilitates Co-op WEP)

- (a) **Name** Karena Dachsel
(b) **Office hours** 8:30am-4:00pm (Please email or drop by the office to make an appointment)
(c) **Location** CC 251: M,W,Th,F & TEC 121: Tues
(d) **Phone** 250-370-4185
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(f) **Website** <http://camosun.ca/services/coop/>

Co-op Employment Assistant (posts positions, coordinates resume submissions and interviews)

- (a) **Name** Bella Nicholls
(b) **Office hours** 9:00 am-4:30 pm Monday to Friday
(c) **Location** CC 251
(d) **Phone** 250-370-4410
(e) **E-mail** nichollsb@camosun.bc.ca /
(f) **Website** <http://camosun.ca/services/coop/>

Intended Learning Outcomes

The Co-op WEP seminar course will help you get that first career job, and will introduce you to the expectations and assignments for your work term. By the end of this course, you will have the opportunity to:

- identify and evaluate your current and desired skills, knowledge, talents and interests to continually self-direct learning and careers;
- set specific, measurable goals for personal and professional growth;
- explore career opportunities and trends using a variety of tools and methods;
- articulate your own current skills, talents, knowledge, interests and professional goals in a variety of contexts including:
 - an effective resume

- a targeted cover letter
- an employment interview
- networking events
- build and maintain a network of relationships to assist in your personal and professional growth;
- identify appropriate professional behaviours and effective communication in the workplace;
- access resources related to workplace legislation and regulations; and
- plan to maximize personal and professional contributions and learning throughout the workplace education experience.

Course Schedule

Week	Mandatory Workshop title	Readings (D2L content)	Expectations
1	<u>Introduction & Resumes</u>	Read Modules 1-3	-Complete a Work Term Expectations form (submit to D2L) -Sign up for a meeting with your Employment Facilitator
2	<u>Cover Letters & Job Search</u>	Read Modules 4 -5 Complete Quiz 1	- Select a Mock posting -Create a targeted cover letter, resume and t-chart (submit to D2L)
3	<u>Networking</u>	Read Module 6 Complete Quiz 2	-Create and order business/networking cards (bring to Workshop 5)
4	<u>Interview Preparation & Panel Interview</u>	Read Modules 7 Complete Quiz 3	-Update your cover letter and resume, which incorporates feedback received. (submit to D2L) -Practice interview responses -Research the mock job that you have selected
5	<u>Mock Interview</u>	Read Module 8	-Bring a copy of your resume and cover letter, a pad and pen (for making notes), your Interview Journal, and a list of questions you might ask the Interviewers. -Please dress professionally (clean and no ripped clothing).
6	<u>What to Expect on your Work term</u>	Read Modules 9-10 Complete Quiz 4	-Attend this final workshop and make sure to complete all 4 quizzes - Complete a profile in CIMS (co-op job board) and sign a Work Term Registration Agreement.

Basis of Student Assessment (Weighting)

WORKPLACE EDUCATION PREPARATION SEMINAR (Co-op WEP) ATTENDANCE POLICY

PLEASE READ THE FOLLOWING POLICY CAREFULLY. FAILURE TO DO SO MAY RESULT IN AN **NC** GRADE FOR WORKPLACE EDUCATION PREPARATION AND PREVENT PARTICIPATION IN A WORK TERM.

Under normal job search conditions, missing a job application deadline, an employer information session, or a job interview results in the immediate end of a candidate's potential consideration with that firm; at least for that employment opportunity. Promptness and time management are essential skills required by employers.

The Co-op WEP program is designed to simulate these same conditions as much as possible. Given the number of participants, the complexities involved in organizing the applied workshops, and the participation of internal and external individuals, we are able to provide only one workshop for each topic to students enrolled in the course. Thus attendance at all workshops is very important and is essential for achieving a COM grade. Eligibility for work terms includes this COM grade.

Students are urged to pay close attention to the mandatory workshop schedule when registering and to NOT register in a section if attendance at all workshops is not possible. In order to deal with unavoidable absences, there is a very limited make-up provision. Only one make-up per student is allowed, and a make-up will only be allowed under the following circumstances:

- The student must provide prior notification to the Employment Facilitator.
- Notification must be to the Employment Facilitator via email, voice mail, or in person.
- The forced absence must be supported by evidence (e.g. doctor note for self or child)
- For those extremely rare occurrences where contact cannot be made in advance or no documentation is available, a case by case examination of the circumstances will occur. Students must notify the Employment Facilitator of the situation as soon as possible as an unwarranted delay will result in a grade of NC.
- The Employment Facilitator will provide a package of instruction for any approved make-up.
- All make-up sessions are dependent upon the initiative of the student for successful completion and must be completed within the directed time frame.

Co-op's WEP seminar recently underwent a major renovation in order to increase the time students have to actually practice skills and to create greater opportunities for interaction with local employers. One of the more obvious changes was the implementation of a blended approach. This gives students greater flexibility and responsibility for the information portion of the seminar while freeing the co-op staff to focus on creating applied workshops for practicing skill development. Students are expected to prepare for each mandatory workshop by completing all relevant and related on-line materials as well as successfully taking the appropriate module tests prior to each mandatory workshop session.

Employer feedback has enthusiastically confirmed the success of WEP's student preparation displayed by Camosun co-op and internship students in comparison to their peers from competing institutions. Through consistent attendance and active participation, you will enhance the effectiveness of your job search skills.

Grading System (Competency based)

A. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

Camosun's Co-op office and staff are available to the student throughout the academic term if problems arise. This includes the Co-op & Internship Coordinator from the student's school as well as the program's assigned Co-op Employment Facilitator and Employment Assistant.

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://camosun.ca/>

STUDENT CONDUCT POLICY

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section. <http://camosun.ca/about/policies/policies.html>