



Course Syllabus - Fundamentals of Co-operative Education

Computer Science & Data Science (CS/DS)

COOP-000-1 Winter 2024

For general course inquiries, please contact coopcourse@wlu.ca

Course Instructors

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Course Description:

This course introduces the requirements, processes the skills needed for co-operative education, including preparation for recruitment and the workplace. This irregular, non-credit course is taken in addition to your program's course load and does not replace electives or required course within any faculty.

Students are expected to attend class in-person if their schedule permits. If they cannot attend in-person, they must watch the recording, complete additional comprehension questions on Navigator, as well as the module submission. Active learning and active participation are used so that students get a chance to collaborate, share ideas, and practice concepts before applying them during recruitment.

Course Objectives:

By the end of this course students should be able to:

1. Demonstrate an understanding of the expectations, requirements, and strategies involved in a successful job search
2. Use reflective practice to leverage past work and academic experiences, and communicating them in a way that demonstrates fit and competencies for employment
3. Set appropriate, relevant goals that support the learning of technical, academic and transferable skills, and self-exploration, and that tie in with the Laurier Competency Framework.
4. Enter the workplace with tools, skills, and context that will help them feel prepared, engaged, and confident moving into their professional roles.

Supplemental Materials: Videos from in-person classes will also be provided on Navigator in the Fundamentals Course. Students will have access to module tutorials on MyLearningSpace that will describe the techniques used in class, and recordings will be made available after sections for review.

Additional Support: During the course, students will have a chance to submit their Resume and Cover Letter for edits, participate in a mock interview, and work with Co-op staff to receive support and guidance. We encourage that if students experiencing difficulties with concepts or techniques being used in the co-op process, to seek additional assistance from your Co-op coordinator or during office hours.

Course Content

Jan – Apr. 2024	<p><u>Module 1: Welcome to Co-op</u></p> <p>Students will understand expectations and requirements as a co-op student. We will outline the process and timing of completing the Fundamentals Course and share online resources and processes crucial to Co-op success.</p> <p>Activities:</p> <p>Students will complete a strategic questioning activity (check-in, verify that content is understood)</p> <p>Assessment: Quiz in MyLS</p>
	<p><u>Module 2: Personal Branding</u></p> <p>Students will use reflective skills to identify goals, ambitions, talents, and transferrable skills to define their personal brand for use in resume, cover letters, interviews, and while also networking and job searching.</p> <p>Activities:</p> <p>Introductory Statement: providing information about yourself to make connections and establish your brand.</p> <p>Branding for a Job: Analysing job postings and rebranding skills to make connections from pasts experiences to new positions</p> <p>Assessment: Reflection & introductory statement submission in Navigator</p>
	<p><u>Module 3: Networking & Personal Job Search</u></p> <p>Students will learn key networking skills and approaches while also understanding concepts pertaining to online presence, LinkedIn. Then, we will discuss job search strategies including recruitment data, Co-op resources, and public resources that can help students to get an edge.</p> <p>Activity:</p> <p>Job prospecting: In small groups, students will conduct a brief job search using various job searching tools.</p> <p>Assessment: Smart goal submission in Navigator</p>
	<p><u>Module 4: Resume Writing</u></p> <p>Students will cconnect the core competencies and requirements in a job posting with inventory of skills and talents. Students will also identify the structure and contents of a strong resume and develop editing skills.</p> <p>Activities:</p> <p>Resume Scan: 5 and 15 second scan of a document to practice identifying key information and skills. Core Competencies activity: examine two photos of activities and determine what types of hard and soft skills are exemplified.</p> <p>Building a proof statement: students are assigned a soft skill and must use an experience to exemplify and prove that they have this ability.</p> <p>Group Editing Activity: correcting a resume with deliberate errors</p> <p>Assessment: Resume submission in Navigator</p>

	<p><u>Module 5: Cover Letter Writing</u></p> <p>Students will identify the structure and contents of a strong cover letter, and to develop editing skills. Students will also work on developing meaningful, authentic statements for a cover letters by synthesizing information from postings and resumes</p> <p>Activities:</p> <p>Core Requirements Inventory: Examine a series of job postings and suggest what skills are required for the position.</p> <p>Communicating Transferrable Skills: Given a list of high school jobs, develop statements that target required skills in a posting.</p> <p>Group Editing activity: Correcting a cover letter with deliberate errors</p> <p>Assessment: Cover Letter submission in Navigator</p> <p><u>Module 6: Interview Skills</u></p> <p>Students will learn strategies relating to strong interview techniques, prepare strategies for interviews and practice techniques that will assist with interview performance</p> <p>Activities:</p> <p>Carousel Interviews: engage students in a variety of interview styles (Intro, handshake) and mock questions for casual practice</p> <p>Assessment: Mock Interview (sign up in Navigator)</p> <p><u>Module 7: Rank & Match</u></p> <p>Students will become familiar with the process of ranking and matching in Primary Round, including timelines, ranking and matching process, and ethical guidelines.</p> <p>Activities: Rank and Match Simulation Exercise</p> <p>Assessment: Rank & Match Quiz in MLS</p> <p><u>Module 8: Preparing for Work Term</u></p> <p>Students will set goals and prepare strategies for the beginning of work term, and gain insight into employment from various sources such as employers and former students</p> <p>Activity:</p> <p>Best Foot Forward: working in groups, students work with a challenging work conflict and work through steps to resolve it</p> <p>Assessment: Option between creating a Smart Goal heading into recruitment, or into Work Term</p>
Term 2: Jan – Apr. 2024	<p><u>Speaker Series:</u></p> <p>Learning Outcomes: In addition to the core modules, students will develop industry knowledge and skills by participating in a minimum of four speaker Series events that appear in purple or gold on the Co-op Events Calendar or Employer Calendar.</p> <p>Activities: This can include any of the following types of events:</p> <ul style="list-style-type: none"> • Waterloo Event Calendar: <ul style="list-style-type: none"> ○ SS: Career Centre ○ SS: PRISM ○ SS: Insights ○ SS: Campus Partners • Co-op Employer Event Calendar: <ul style="list-style-type: none"> ○ SS: Laurier Exclusive Recruiting Event ○ Employer Information Session <p>Assessment: Students must complete at least 4 sessions by April 1st, however we recommend you complete sessions early so that you have industry insights prior to recruitment</p>

Fundamentals Course Expectations:

September 6, 2023

1. Students are expected to attend the In-Person sessions for the Fundamentals Course unless they have a conflict, illness or extenuating circumstance preventing them from participating. Conflicts do not need to be communicated to Co-op.
2. If a student is not able to attend a module in-person, a recording of the module will be provided. Students will be required to watch the video, and complete additional Recording Questions to earn attendance credit. Those who attend in-person do not need to submit this.
3. All Module sessions that are in-person require that students pre-register on Navigator to reserve a spot. Class sessions have limited capacity, and therefore it is crucial that if students register for a module, they attend or cancel their registration 24 hours in advance. See Appendix 1 for a list of module dates and times.
4. Each Module contains a Core Submission component, such as a Quiz, Resume, Cover Letter, or a Mock Interview. These are completed by all participants regardless of whether they attended in-person or watched the recording, and are denoted by "REQUIRED". See Appendix 2 for a list of deadline submission dates.
5. If you have a situation that prohibits you from meeting course deadlines, please indicate this in advance to the co-op course email (coopcourse@wlu.ca) so that we do not chase you. Please be proactive as you would in the workplace. Late Module completion is tracked, and multiple late or missing submissions can be escalated to the student coordinator.
6. If you do not complete the necessary modules of the Fundamentals of Co-operative Education before the Primary Round you may have your access to Recruitment paused and your status in co-op may go under review.

Speaker Series

September 6, 2023

As part of the requirements for the Fundamentals Course (COOP-000-@0), students are required to attend a minimum of four Speaker Series events that are scheduled on the Events Calendar. Speaker series are opportunities for students to further develop and build their skills, gain insight into industries, obtain tips and tricks from recruiters and network to assist in future recruitment goals.

With over 500 events offered each year, the following types of events qualify towards the speaker series requirement. We encourage students to select any combination of the following types of events, noted in either purple or gold colours on the calendars:

Waterloo Event Calendar

- SS: Career Centre
- SS: PRISM
- SS: Insights
- SS: Campus Partners

Co-op Employer Event Calendar:

- SS: Laurier Exclusive Recruiting Event
- Employer Information Session

****Please note**** A common mistake among students is registering for events on the Career Calendar, assuming all count towards the speaker series. This is not the case, as many duplicate content from the core modules (eg. Resume, Cover Letter, Interview Skills) and will not count towards the speaker series.

Please be sure to refer to the Co-op Events and Employer Calendars to be certain you are registering for the sessions labelled as Speaker Series (SS).

To see how many speaker series you have completed, log into your Fundamentals course in Navigator, scroll to the bottom of the required tasks, past all of the modules, and click "Speaker Series". A list of qualifying events will be included with a blue "add this button". Once a total of 4 qualifying events have been added, the status of this component will be approved (in green).

Speaker Series Attendance Credits:

The way you earn speaker series attendance credit is outlined at the top of the event description on the Co-op Calendar. Most events track attendance for you and provide your name to the Co-op Office at the conclusion of the event, with no other action required.

However, some events require you to take action because your attendance is not tracked by an organization, club or the co-op office. In these cases, you must submit a reflection through a Qualtrics link, where students provide a summary of key pieces of information from the event to verify their attendance. This reflection will have a 1-week deadline to submit, and at this time, submissions will be assessed, and attendance will be updated.

Please note: Updating attendance and speaker series credits is not instantaneous. It can take time, as we need to receive attendance lists from event partners, or review reflections.

You will know when attendance is updated for an event when:

- a. You receive an e-mail from Alexandra Harrison indicating that you did not attend according to our records
- b. You see an update in Speaker Series tracking of your completed event, which can now be "added" to your list of completed sessions.

Speaker Series Absences:

Students are expected to contact Alexandra Harrison via e-mail (alharrison@wlu.ca) before the start of the event if they have an emergency that prohibits them from attending. These requests should be accompanied with a sufficiently detailed explanation of the circumstances.

We will be implementing a progressive discipline measure to discourage students from no-showing for events:

- a. First Strike – Formal acknowledgement of the no-show.
- b. Second Strike – Warning and formal acknowledgement of the no-show and request to provide details around the absences.
- c. Third Strike– Co-op Navigator access will be removed until the student meets either in person, by phone, or Zoom meeting with Ian or their Coordinator. Details of the situation will be filed in the student's co-op record, and Navigator may be restored.
- d. Further missed events are escalated to the Co-op Department Director.

If you have any questions, please contact Ian Schwartz (ischwartz@wlu.ca), Tara Fitzgerald at (tfitzgerald@wlu.ca).

University and Course Policies

1. In order to continue in Co-op, students must pass the fundamentals course which includes completing all 8 modules, all 8 core assessments and a minimum of 4 speaker series events.
2. Late Assignment Policy: Students will not receive a passing grade for a module or for the course if there are outstanding submissions. The department reserves the right to verify attendance records for in-person sessions as well as recordings to verify completion.
3. Academic Integrity/Misconduct (cheating): Laurier is committed to a culture of integrity within and beyond the classroom. This culture values trustworthiness (i.e., honesty, integrity, reliability), fairness, caring, respect, responsibility and citizenship. Together, we have a shared responsibility to uphold this culture in our academic and nonacademic behaviour. The University has a defined policy with respect to academic misconduct. As a Laurier student you are responsible for familiarizing yourself with this policy and the accompanying penalty guidelines, some of which may appear on your transcript if there is a finding of misconduct. The relevant policy can be found at Laurier's academic integrity website along with resources to educate and support you in upholding a culture of integrity. Ignorance is not a defense. See: www.wlu.ca/academicintegrity
4. GenAI - The Co-op office recognizes that GenAI is evolving rapidly, and we are learning along with students. We recognize that we must be mindful of the risks and complexities as AI is limited by the data which feeds it, including biases or generating information that may not be accurate. Therefore, it will be important to think critically about the outputs and evaluate the information produced. GenAI is used as an aid to support rather than a replacement for the development application packages. A reminder, as per the [admission conditions](#), students must provide factual and accurate information in application documents. It is not clear how GenAI firms use information that is inputted into their systems and softwares. Due to this, students should be mindful of privacy implications that involve inputting information that did not belong to them.
5. Special Needs: Students with disabilities or special needs are advised to contact Laurier's Accessible Learning Centre for information regarding its services and resources. Students are encouraged to review the Academic Calendar. See: www.wlu.ca/page.php?grp_id=1365&p=5123 for information regarding all services available on campus.
6. Plagiarism: Wilfrid Laurier University uses software that can check for plagiarism. If requested to do so by the instructor, students may be required to submit their written work in electronic form and have it checked for plagiarism. (Approved by Senate May 14, 2002)
7. Classroom Use of Electronic Devices: This course requires active participation in class. Cell phones and other communication devices should be turned off or set to quiet mode to avoid disrupting others. Please be considerate of others and mindful of how you learn best. No recording of any kind is allowed in this course without permission by the instructor.
8. Late Assignment Policy: Students will not receive a passing grade for a module or for the course if there are outstanding submissions. The department reserves the right to verify attendance records for in-person sessions as well as recordings to verify completion.

STUDENT SUPPORTS:

[You Are Not Alone. Reach out](#)

ACADEMIC ADVISING

[Academic advising](#) can help you navigate your program, overcome academic challenges and help plan your future, both academically and professionally. Contact your faculty to discuss the type of academic advising you need. If you are experiencing complex or elevated challenges, or require support to be coordinated through multiple department or services, please connect with the [Dean of Students](#) office directly for support.

ACCESSIBLE LEARNING

[Accessible Learning](#) is your central support for all **academic accommodations**. Whether you have a permanent or temporary disability, they can help level the playing field and empower you to reach your full academic potential. Once you have [registered with Accessible Learning](#) and have submitted your documentation, they will work with you to determine appropriate academic accommodations. Some options may include strategy support, note-taking and/or exam accommodations

CAREER CENTRE

The [Career Centre](#) can support you while you think ahead about career decisions. Book an appointment with a career counsellor to help you determine your career path, through career planning and research. Explore further education upon graduation, view on campus jobs, volunteer work or other experiential learning opportunities on Navigator.

CENTRE FOR STUDENT EQUITY, DIVERSITY AND INCLUSION

The [Centre for Student Equity, Diversity and Inclusion](#), works to cultivate a culture on campus that respects and promotes equity, diversity, inclusion and social justice in all aspects of Laurier – from classrooms to residence communities. They offer support and community connections, educational programming and volunteer opportunities. Contact: diversity@wlu.ca

FOOD SERVICES

The [Food 4 Hawks](#) network is a support group that delivers food support services to Laurier students. All students are eligible to use this service to ensure they're eating healthy when overwhelmed, stressed or financially strained. [Food Bank](#) - Anonymously request a package online 24-7. All dietary restrictions accommodated. [Free Weekly Distro](#) – Open Thursday afternoons at Luther in Waterloo and the Wellness education Hub in Brantford, which provides fresh groceries, hygiene items, cleaning products, and more. [Mini Market](#) – Pay what you can grocery store stocking perishable/ non-perishable food, heat and eat prepared meals and other essentials like hygiene products. Located in Veritas Café (Waterloo Campus)

GLOBAL ENGAGEMENT AND EXCHANGES

Explore new places, experience new cultures and expand your intercultural knowledge with international opportunities, including:

- Studying abroad on [exchange](#) for a term or academic year.
- Studying abroad in the summer with a [summer semester exchange](#).
- Traveling and learning with your classmates on a [faculty-led program abroad](#).
- Participating in a [cultural excursion](#).
- International [internships](#) and [volunteer opportunities](#)

HOUSING

Visit [Off-Campus Housing](#) to find roommates, find a place to live using resources like Places4Students.com or Ezra-Bricker student housing, and landlord resources. Learn more about [LOCUS](#) (Laurier Off-Campus University Students) and how you can stay involved. **If you are new to Canada**, finding a place to live in a new country as an international or exchange student can be a challenge. To help make it easier for you to find accommodations that are right for you, check out: [How to apply to residence](#) (limited number reserved for exchange students) and [Off-campus housing](#).

INDIGENOUS STUDENT CENTRE

Whether you need academic or personal support, financial assistance or career advice, we are here to help. Our office will provide you with access to traditional medicines and welcomes you to join us at regularly held gatherings, feasts and traditional ceremonies. Contact: iscwaterloo@wlu.ca or iscbrantford@wlu.ca

LAURIER INTERNATIONAL

[Laurier International](#) Student Support (ISS) team will help to guide you on your path to academic and cultural success in Canada. With resources for academic support in the transition advising program, meeting with an [International Student Advisor \(ISA\)](#), help you with planning your move, study permits, working in Canada and finding supports for your health. Contact: Laurierinternational@wlu.ca

SERVICE LAURIER

[Service Laurier](#) provides front-line service on behalf of [Enrolment Services](#), including Admissions, Student Accounts, [Financial Aid and OSAP](#), Student [Scholarships, Bursaries and Awards](#), Records and Registration, [Tuition and Fees](#). Staff are available for virtual and in-person appointments.

STUDENT ORGANIZATIONS & CLUBS

You belong at Laurier. Connect with like-minded individuals, learn a new skill and develop new friendships in one of the many [Student clubs](#) are run by either the [Laurier Students' Union](#) or [Athletics and Recreation](#). Join clubs to **Meet new people:** Getting involved with a club or association is a great way to meet new people, and it can be easier to make friends when you start with common interests. **Explore and expand your interests:** Club members will bring their unique perspectives to the table – yours included! Sharing your ideas with others will help you explore and expand your interests. **Gain co-curricular experience:** If you're looking to gain some real-world experience, look no further. Many clubs and associations have activities that can be added your [Experience Record](#).

WRITING CENTRE

The Writing Centre provides study skills, course support and helps students develop writing skills. In Waterloo, they are located in the Teaching and Learning Commons, 2nd floor Peters, Room P226. In **Brantford**, they are located at One Market, room OM207. Services and supports include one-on-one writing [appointments](#) (online and in person) with a student or professional staff member, on-campus, in-class, and online writing [workshops](#) and online writing [resources](#). Contact: studentsuccess@wlu.ca

WELLNESS CENTRE | 548-889-3239

The [Wellness Centre](#) provides counselling and health services by a multidisciplinary team to all Laurier students, covered through your OHIP and extended health plans. They offer individual and group counselling, doctor's appointments, massage therapy and chiropractor's appointments. They also have programming throughout the year with [Wellness Education](#) to help you take a proactive approach to your health. This includes free [workshops](#), [peer-led initiatives](#) and yearly events like [Thrive Week](#).

After hours crisis support available 24/7: “[Good 2 Talk](#)” 1-866-925-5454 [Here 24/7](#) at 1-844.437.3247