Co-op Orientation Course Syllabus 

Group 4: Nov 17 – Dec 19

This schedule is important as it sets out a plan that you should follow in order to be successful and complete the workshop within the required time frame.

As some of the assignments require you to interact with other students, you must meet the deadline for each unit. Also, the workshop end date is FIRM.

You are advised to refer to this schedule regularly and complete the tasks in order.

Everything that is covered in this workshop is important to your success in the Co-op program. **In order to manage your workload effectively, you should allow more time for the Identifying Your Skills, Resume Development, and Cover Letters sections.**

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| Topic | Readings | Activities | Deadline |
| **1. Co-op Requirements** | * Verify Your Eligibility to work in Canada * Student Regulations * Frequently Asked Questions * Co-op Student Agreement | - Complete all 4 quizzes  - Complete all 3 Co-op Case Studies discussions | Nov 24th  (All) |
| **2. Marketing Yourself**  Identifying Your Skills | * CEAB graduate attributes (Engineering students only) * Identifying Your Skills video | - Personal Skills Inventory (Science & Computer Science students only)  - Self-Assessment Engineering Attributes (Engineering students only)  - Skills Journal | Nov 24th  (All) |
| Resume Development | * All information in the Resumes unit * Sample resumes | **- Assignment: Good v Bad resumes (discussion)**  **- Assignment: Action Statements**  **- Assignment: Resume Submission** | Nov 28th  Nov 28th  Dec 8th |
| Cover Letters | * All information in the Cover Letters unit * Sample Cover Letter & Resources | - Cover Letters quiz  **- Assignment: apply for a position** | Dec 15th  (All) |
| Interviews | * All information in the Interviews unit * Sample interview questions * Mock interview video | - Interviews quiz  - Mock interview analysis discussion | Dec 19th  (All) |
| Self-directed Job Searching | * All information in the Self-directed Job Searching unit | - Complete all readings  - Self-directed Job Searching quiz | Dec 19th  (All) |
| **3. The Co-op Job Competition** | * All information in The Demands of Co-op unit * All information in The Co-op Job Competition unit * All information in the Applying to Jobs in myCareer unit | - Complete 2 quizzes | Dec 19th  (All) |
| International Students | * Information for International Students | - Complete readings | End of term |
| Pre-Graduation EiT Credit (Engineering Students Only) | * Pre-Graduation Engineer in Training Credit (Engineering students only) | - Complete readings | End of term |
| Students With Disabilities | * Students With Disabilities | - Complete readings | End of term |
| Co-op Readiness Session | In-person session or online webinar – will be held at the end of term | **- Attend a Co-op Readiness Session (mandatory for all students)** | End of term |