

GEP1001

Cooperative Education and Job Readiness

Course Outline

2025-2026

Pre-requisite(s)	N/A
Co-requisite(s)	N/A
Prepared by	Tetyana Semenovych
Approved by	Thandiwe Ncube, Manager, Student Talent Development
Approval date	Friday, July 25, 2025
Normative hours	21.00
Grading system	SC/NSC

Applicable Program(s)	Level	Core/Elective
Multiple Programs	Multiple Levels	Multiple Core/Elective

Land Acknowledgement

Algonquin College campuses in Ottawa, Perth and Pembroke are located on the traditional unceded, and unsurrendered territory of the Anishinàbe Algonquin People. The Algonquin People have inhabited and cared for these lands since time immemorial. We take this time to express our gratitude and respect to them and to the land for all that it has provided and will continue to provide.

As a post-secondary institution, we acknowledge the harms done to Indigenous Peoples and are committed to learning from the past. We pledge to promote healing and resilience as we move forward in partnership with the Algonquin Nations, First Nations, Métis, and Inuit Peoples in a spirit of reconciliation.

While we recognize that territorial acknowledgements are only one step in cultivating greater respect and inclusion of Indigenous Peoples, we commit to accompanying these words with actions. We are dedicated to building a future and community that is better for all.

We pledge to continue exploring and making meaningful contributions to the Truth and Reconciliation Commission of Canada’s Calls to Action.

Learn more about the College's commitment to Truth and Reconciliation: <https://www.algonquincollege.com/tri>

Course Description

Students are guided through a series of activities that prepare them to conduct a professional job search and succeed in the workplace. Through a detailed orientation students learn the cooperative education program policies and procedures related to searching and securing a work term opportunity. Students identify their strengths and transferable skills and participate in workshop-style sessions that focus on cover letter and resume development, interview techniques and job search strategies. Students learn how to navigate a web-based resource centre, which is used to post employment and cooperative education job opportunities. Students reflect on workplace success, ethics and responsibilities.

Course Learning Outcomes / Elements of Performance

- When you have earned credit for this course, you will have demonstrated the ability to:
1. Establish a firm understanding of the Co-op and Career Centre at Algonquin College and identify key tasks and responsibilities in using these services to prepare for job and career success.
 - Examine job search support and resources provided by the Co-op and Career Centre at Algonquin College for students and graduates.

- Identify key tasks and student responsibilities for each of the three phases of Co-op: Preparation Term, Job Search Term and Work Term.
- Assess and apply Co-op Terms and Conditions as appropriate for a given situation.
- Navigate a web-based resource centre, which is used to post employment and co-op job opportunities, as appropriate for specific job objectives.

2. Assess employability and transferable skills gained through academic, work and other experiences; determine strategies to integrate them into job search documents and to continue developing these skills.

- Assess and identify employability and transferable skills gained through academic, work and other experiences.
- Research labour market trends in a given industry and compile a list of key employability skills employers require.
- Brainstorm strategies to continue developing employability skills during and after studies at Algonquin College.

3. Develop professional job search documents that identify specific learning acquired through academic, professional and other experiences, and highlight employability and transferable skills.

- Assess a sample job posting in a given industry to identify key employer requirements.
- Develop a resume that identifies industry related skills gained from education and highlights employability and transferable skills acquired through experience.
- Compose a cover letter that complements a resume and identify strategies to tailor both documents to match specific job requirements.
- Assess additional job search documents, such as a portfolio, as an appropriate job search strategy for a given industry.

4. Examine different stages of a typical job interview, identify common interview questions and response strategies; prepare and practice interview responses for interview performance and success.

- Evaluate the use of verbal and non-verbal communication in interview performance.
- Examine different interview formats, four stages of a job interview and identify strategies to answer typical interview questions.
- Apply interview strategies; prepare and practice responses to common interview questions.

5. Prepare to conduct a professional self-directed job search that is supported by industry research and job goals, and incorporates a variety of job search strategies.

- Identify various professional job search strategies and objectives of each.
- Undertake independent research to identify employers related to a given industry.
- Prepare a professional ‘elevator pitch’ for job fairs and networking events.
- Identify the unique considerations and relevant job search strategies for job seekers with disabilities.

6. Examine employer expectations and best practices related to communication, professionalism and ethics in the workplace; identify employment standards and safety requirements for a positive and successful work experience.

- Discuss employer expectations related to communication, workplace ethics and identify strategies to develop a professional reputation.
- Establish an understanding of the Employment Standards Act and Workplace Health and Safety, and identify how these regulations relate to the rights and responsibilities of employers and employees.

Learning Resources

Learning materials and activities for the GEP1001 Cooperative Education and Job Readiness include interactive online modules from Work Integrated Learning (WIL) Open Module Initiative. The WIL Open Module Initiative is the result of a collaboration between Algonquin College, Niagara College, Georgian College, and Lambton College. These modules are grounded in The Higher Education Quality Council of Ontario’s (HEQCO) A Practical Guide for Work Integrated Learning.

Other learning resources available in GEP1001 Cooperative Education and Job Readiness include materials from DS_22X_LAC0000-Cooperative Education Readiness, Online Learning. This project was made possible with funding by the Government of Ontario and through eCampusOntario’s support of the Virtual Learning Strategy.

Job Seekers Guide for Students and Graduates with Disabilities is a resource created by The David C. Onley Initiative for Employment and Enterprise Development - a partnership between the University of Ottawa, Algonquin College, La Cité and Carleton University.

Learning Activities

- Interactive online modules
- Self-directed research and reflection activities
- Quizzes
- Power Point presentations
- Educational videos

- Scheduled online workshop-style sessions – lectures and discussions
- Supplementary readings
- Technology-enhanced learning activities
- Online session recordings

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Participation (Pass/Fail)

Validates Outcomes: CLO 1, CLO 2, CLO 3, CLO 4, CLO 5, CLO 6

Prior Learning Assessment and Recognition

Students who wish to apply for Prior Learning Assessment and Recognition (PLAR) need to demonstrate competency at a post-secondary level in all outlined course learning outcomes. Evidence of learning achievement for PLAR candidates includes:

- Not Applicable: This is a required course for co-op placement prep.

Course Related Information

GEP1001 – Cooperative Education and Job Readiness is evaluated as Successfully Completed (SC) or Not Successfully Completed (NSC). To meet [Co-op eligibility requirements](#), students must obtain an outcome of **Successfully Completed (SC)** in this activity. The essential activities required to achieve a Successfully Completed (SC) outcome are outlined in the GEP1001 course materials.

Program Information

College Related Information

Algonquin College’s policies have been developed to ensure the health, safety and security of all students, faculty and staff, and the proper and fair operation of the College as an academic institution and employer. Please refer to the Algonquin College Policies website for the most current policy information available at <http://www.algonquincollege.com/policies/>.

Students are especially encouraged to be aware of the following College expectations

Academic Integrity

Algonquin College is committed to the highest standards of academic integrity, and students are expected to uphold these standards throughout their learning journey with the College and post-graduation. Any academic work submitted by a student is expected to be their own work, unless designated otherwise, all human and technological assisted generated sources must be attributed. Refer to the College's [Library web site](#) for attribution support and resources. All students are expected to be familiar with the College’s [AA48: Academic Integrity](#) policy which outlines student and staff roles and responsibilities, the process for addressing, determining and ruling final academic decisions regarding violations of academic integrity as well as what represents academic misconduct. Students with any questions about academic integrity course expectations including but not limited to use of technology, generative AI and other resources to support completion of coursework, are encouraged to speak to their professor and refer to the course weekly schedule, assessment instructions, course announcements and materials.

Centre for Accessible Learning (CAL)

Students with visible and/or non-visible disabilities are encouraged to register with the [Centre for Accessible Learning \(CAL\)](#) in order to be eligible for appropriate learning supports and/or accommodations. Students are strongly encouraged to make an appointment with the Centre for Accessible Learning as early as possible when starting a program. Once your needs are identified, a Letter of Accommodation (LOA) will be issued which you can share with your professors through the [CAL Student Portal](#). If you are a returning student, please ensure that professors are given a copy of your LOA each semester.

Test Accommodations for Students Registered with CAL

Students who require testing accommodations will book their tests/exams through the [CAL Student Portal](#). It is important to note the posted test/exam booking deadlines for the term. Test booking deadlines are communicated through CAL Disabilities Counsellors, CAL Testing Services, and other college wide communication. Additional information on the steps to book accommodated tests/exams with CAL Test Services can be

found at [Step-by-Step Overview](#).

Retroactive Accommodations

Students are expected to meet evaluation and completion deadlines as stated in course outline and weekly schedule documents. In circumstances where evaluation deadlines are missed or student performance has been affected by a temporary, significant and/or unanticipated change in functional ability related to disability (including mental health), interim or retroactive accommodations may be considered. For these instances it is advised you reach out to CAL or your professors as soon as possible. For other situations where deferral of evaluations may be warranted, please consult Algonquin College Policy [AA21: Deferred Evaluation](#).

Network Credentials and College Email

Students at Algonquin College are provided with a college email account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course activities. Your network credentials can be found in the [ACSIS portal](#) and you are expected to check your Algonquin email regularly and to use it to send and receive college-related email. Students are required to maintain the privacy of their AC login credentials. Sharing network credentials poses a security risk and is subject to disciplinary action. Your responsibility to protect your login credentials is governed by the [Information Security Policy IT01](#). Support is available through the college Information Technology Service (ITS) at: <https://www.algonquincollege.com/its/>

Mental Health and Wellness Supports

Canada has launched a national Suicide Helpline at www.988.ca and a wide range of mental health and wellness resources for Algonquin students are available at www.algonquincollege.com/SSS/student-health-wellness.

Student Course Feedback

Algonquin College invites students to share their course experience by completing a student course feedback survey for each course they take. For further details consult Algonquin College Policy [AA25: Student Course Feedback](#).

Use of Mobile Devices in Class

With the proliferation of small, personal mobile devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices unless authorized by your professor can be disruptive and disrespectful to others. During examinations, the use of such devices is generally prohibited unless authorized by your professor. Otherwise use is considered academic dishonesty in the form of cheating. For further details consult Algonquin College Policy [AA32: Use of Electronic Devices in Class](#)

Technology Requirements

Students are required to have access to a computer and to the internet. There may also be additional technology-related resources required to participate in a course that are not included in the course materials fee, such as headphones, webcams, specialized software, etc. Details on these requirements can be found in the Weekly Schedule document of the course for each course available on Brightspace.

Transfer of Credit

It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

Safe Harbour

In the event of an unexpected major event (pandemic, etc.), your course may have changes that are not reflected in the Course Outline. Should this happen, the Weekly Schedule document will have updated information about your course.