

Course Outline

Co-operative Education Work Term

Course Number:	Contribution to Program:
WKT2368	Core
Applicable Program(s):	CAL:
Business Administration - Materials and Operations Management	02
	Prerequisites:
	WKT2367
	Corequisites:
	none
Course Hours:	
Delivered: 35 hrs/week	
Normative:	
Educator(s):	
Work term Supervisor	Approved By:
Work Colleagues	_____
Approval Date:	
November 1998	
Approved for Academic Year:	Title: Program Manager
2000 - 2001	

RELATIONSHIP TO PROGRAM LEARNING OUTCOMES		
This course contributes to your program by helping you to achieve the following skills:		
<ul style="list-style-type: none"> - programming - troubleshooting - problem solving - communication - report writing 	<ul style="list-style-type: none"> - group dynamics - interpersonal - decision making - leadership - project management 	<ul style="list-style-type: none"> - team building - time management - critical thinking - creative thinking

COURSE CURRICULUM	
I. Course Learning Requirements/Embedded Knowledge and Skills	
Course Learning Requirements	Knowledge and Skills
When you have earned credit for this course you will be able to demonstrate that you have achieved the following skills:	
1. Communication	<ul style="list-style-type: none"> - Understand and speak the languages in which business is conducted - Listening - Reading, comprehending and using business written materials (i.e. graphs, charts, displays, etc.) - Business writing

COURSE DESCRIPTION
<i>This course covers the "hand-on" component of the Co-op Option of the program of study. The course will provide Co-op students with opportunities to expand their knowledge and gain valuable work experience in their related field of study. Students will be exposed to state-of-the-art technologies and equipment. Students will also be exposed to team building, leadership, project management, product cycle, customer service and other work related skills.</i>

2. Think	- Critical, logical thinking to evaluate situations, solve problems and make the right decision(s)
3. Positive Attitudes and Behaviours	- Self-esteem, confidence - Honesty, integrity and ethics - Initiative, energy and persistence to accomplish a job
4. Responsibility	- Set goals and objectives for work and personal life - Time, money and other resource management to achieve established goals and objectives - Accountability for ones actions
5. Adaptability	- Positive attitude toward change - Recognition, respect for workforce diversity and individual differences
6. Team Work	- Contribute to organizational goals and objectives - Work within the culture of the group and organization - Plan and make decisions as a team and support the outcome - Respect the opinions of other team members - Exercise the "give and take" philosophy to achieve group results - Lead when appropriate to energize and mobilise team members for optimum performance

I. Learning Resources

- Job Description
- Organization Policies and Procedures
- Operational manuals
- Peers
- Managers/Supervisors

II. Teaching/Learning Methods

During this course you are likely to experience:

- Orientation
- On-the-job training
- Reading assignments
- Coaching
- Formal Training Programs

V. Learning Activities

Samples of learning activities include:

- Reading work related manuals
- Project outlines
- Work Assignments
- Group meetings
- Demonstrations

V. Evaluation/Earning Credit

The following will provide evidence of your learning achievement:

Final Report	Pass
Midterm Progress Report	Satisfactory
Final Employer Evaluation	Marginal or better rating
Other related Co-op documents	Completed and submitted

Any missed evaluation points will result in a grade of "F", except in the case of a documented emergency.

In order to pass the course, the students must:

1. Obtain a PASSING grade on their FINAL REPORT
2. Obtain a "MARGINAL" or better rating in the "OVERALL PERFORMANCE" section of their FINAL EMPLOYER EVALUATION.
3. Obtain a "SATISFACTORY" or better rating for all components in the "EMPLOYER COMMENTS" section of the "CO-OP WORK TERM PROGRESS REPORT"
4. Submit the above reports/evaluation and all other related Co-op Work Term documentation by their due dates.

Students who fail to meet the above criteria will NOT receive a passing grade.

RELATED INFORMATION

If you are a student with a disability please identify your needs to the professor and/or the Centre for Students with Disabilities (CSD) so that support services can be arranged for you. You can do this by making an appointment at the CSD, or arranging a personal interview with the professor to discuss your needs.

Students, it is your responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

WORK TERM ACTIVITY OUTLINE

WEEK	ACTIVITY
1 - 3	<p>-Learning Objectives:</p> <ul style="list-style-type: none"> ▶ Review with your supervisor ▶ Obtain approval of your learning objectives from supervisor ▶ Submit approved learning objectives to Co-op department <p>- Confirmation Postcard:</p> <ul style="list-style-type: none"> ▶ Complete and return to Co-op department <p>- Advise Co-op department of any work related issues/concerns - Check e-mail and WEB site on a regular basis for important notices and updates</p>
4 - 12	<p>- Rehire:</p> <ul style="list-style-type: none"> ▶ Discuss possible rehire for second work term (if desired) ▶ Notify Co-op department of any rehire agreement <p>- Work Term Progress Report: Arrange meeting with supervisor to discuss and complete report</p> <ul style="list-style-type: none"> ▶ Complete sections 1 and 2 ▶ Have supervisor complete section 3 ▶ Return completed form to Co-op department <p>- Final Work Term Report:</p> <ul style="list-style-type: none"> ▶ Gather information for completing Work Term Report ▶ Discuss report content with supervisor <p>- Advise Co-op department of any work related issues/concerns - Check e-mail and WEB site on a regular basis for important notices and updates</p>
12 - 16	<p>- Final Work Term Report:</p> <ul style="list-style-type: none"> ▶ Complete Final Work Term Report ▶ Obtain supervisor's approval of your report <p>- Employer Evaluation:</p> <ul style="list-style-type: none"> ▶ Request employer to complete evaluation form
Post Work Term	<p>- Final Work Term Report:</p> <ul style="list-style-type: none"> ▶ Submit Final Work Term Report to Co-op department ▶ Submit Employer Evaluation to Co-op department <p>- Work Term Recommendations:</p> <ul style="list-style-type: none"> ▶ Provide any recommendation surrounding work term and/or program of study to Co-op department