

Sault College of Applied Arts & Technology

Sault Ste. Marie On.

Course Title: Co-op Work Term

Code No: CW__ 100-3

Semester: as scheduled by program

Programs:	Architectural Technician/Technology	(CWA 100-3)
	Civil Engineering Technician/Technology	(CWV 100-3)
	Computer Engineering Technician/Technology	(CWC 100-3)
	Environmental Engineering Technician/Technology	(CWE 100-3)
	Forestry Technician	(CWF 100-3)
	Pulp and Paper Engineering Technology	(CWP 100-3)
	Water Resources Engineering Technology	(CWW 100-3)
	Heavy Equipment Technician	(CWH 100-3)

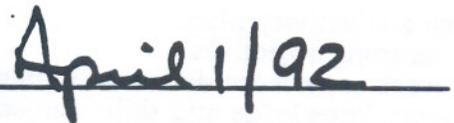
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Education & Career Services

Date: March 31, 1992

Approved



Date:



Course Name: Co-op Work Term

Code: CW__ 100-3

Total Credit Hours: 3 Hour

Prerequisite: HDG 104-1 Career Development Pre-employment Preparation, satisfying all other eligible criteria (4.1 Academic Policy).

I. Philosophy/Goals:

Sault College Co-operative Education has been developed on the principal of academic enrichment. Its primary goal is the vocational and personal maturation of students through career development programs and competency based academic work experience. Work placements bridge academic semesters with formal opportunities for personal growth and enrichment. All Co-operative Education Work placements are considered formal academic experiences with defined learning objectives, academic direction and evaluation.

II. Student Performance Objectives:

Upon successful completion of this course the student will:

- 1). Define through career experience and exploration a personal career plan.
- 2). Perform capably on the job, acquiring and utilizing specific competency based knowledge and skills.
- 3). Perform according to their ability, going beyond the minimum course and job requirements when necessary.
- 4). Learning to communicate effectively orally, in writing, and document for discussion or presentation business or technical topics.
- 5). Demonstrate an understanding of the goals and philosophies of the employer and the College.

III. Topics To Be Covered:

- 1). Job Search and activity plan.
- 2). Personal learning objectives.
- 3). Through work experience define activities, priorities, determine achievements, knowledge and skills gained by documentation.
- 4). Prepare and present a placement overview.
- 5). Research, write and present a technical work term report according to established guidelines.

IV. Learning Activities

On-The-Job

- define and set, or understand parameters or job competencies specific to their job experiences.
- become familiar with normal workplace dynamics.
- become familiar with employment standards.
- understand and appreciate the value of work performance appraisal.
- exhibit proper and professional behaviors and attitudes in the workplace.
- set realistic personal goals and learning objectives appropriate to the work term.
- assess personal career goals and career path, measuring against realistic employment opportunities.
- documenting and evaluating daily activities and learning how to set a work plan and establish priorities.
- the ability to take direction.
- the ability to communicate effectively on-the-job and work with others.
- job description/activities will be consistent with the established dacum charts for the co-op work term.

Required Resources

- the Co-operative Education Co-ordinator, Program Co-ordinator, or designated faculty
- Co-op Education Handbook and Daily Log
- company policies or procedures where available
- direct supervision or training plan
- the On-site visit
- Co-op policies and procedures
- the student rights and responsibilities documented in the student handbook
- the job description
- program dacum charts

V. Evaluation Methods: (includes assignments, attendance requirements)

A final grade will be assigned based on three separate components:

- * The Co-op Education Handbook & Daily Log and assignments. 20%
- * The Employer Evaluation. 30%
- * The Co-op Work Term Report. 50%
- * The college grading policy will apply.

Grading Requirements

The Co-op Education Handbook & Daily Log Assignment I. (Page)

Job Search Activity Plan

- an accurate and complete, comprehensive outline of contacts, applications and employer follow-ups including a letter of acceptance.

3%

Assignment II. (Page)

Student Learning Objectives

- specific and defined learning objectives with expressed goals for the work term. Goals should cover:

- personal objectives
- career objectives
- acquisition of new skills
- explanation of work habits and activities.
- work on realistic achievable short term objectives.

4%

Assignment III. (Page)

The Work Term Log

- detailed, comprehensive daily documentation of activities.
- expressed and understood achievements, knowledge or skills gained.
- the ability to evaluate problems and set priorities.

10%

Assignment IV. (Page)

The Placement Overview

- presentation of material to the debriefing group which provides a personal perspective on the current work term.
- presentations may be in written form or by oral presentation to groups of students.

3%

Assignment V. (Page)

The Employer Evaluation

- from an established format which the employer uses to assess the students performance and express subjective evaluation.
- the employer's overall appraisal of the students performance is rated:

30%

Consistently Outstanding

(30 pts) A+

Outstanding

(26 pts) A

- Consistently above average (23 pts) B
- Satisfactory or acceptable performance in all areas (20 pts) C
- Unsatisfactory (0 pts)
- Dismissed by Employer not through layoff (Repeat) R

Assignment VI

- The Work Term Report
- Graphics 50%
- Structure
- Literary Quality
- Technical Quality

VI. Required Student Resources

- Resume
- The Co-op Education Handbook & Daily Log (text)
- "Guidelines For Report Writing" by Ron S. Blicq, Prentice Hall
- Safety Equipment - hard hat, boots, gloves, glasses etc.

VII. Additional Resource Materials;

- Employer history on file in the Education and Career Services Office (Co-operative Education).
- Government Employment Standards, Human Rights Code, Freedom of Information & Privacy Act, The Ontario Bill of Rights, The Canadian Charter of Rights and Freedoms.
- Trade Indices, Journals, Magazines.
- Other students or notes from de-briefing sessions.

Special Notes:

- Delivery of course material is subject to the discretion of the Employer or Training Supervisor, and may not follow a precise schedule.
- Students can/may expect that other duties may be assigned by the supervisor or trainer.
- Not all employers have detailed job descriptions available. It is important that you take the time to discuss with the superintendent or trainer the job duties.
- Guidelines for writing work term reports sets out specific formats, and content outlines and must be used in preparing the Work Term Report (see Co-op Education Handbook & Daily Log).

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Supervisor or

of all employers

important that you

of trainee the job