ORIGINAL COURSE IMPLEMENTATION DATE: January 2004
REVISED COURSE IMPLEMENTATION DATE: September 2024
COURSE TO BE REVIEWED (six years after UEC approval)**:** March 2030
Course outline form version: 28/10/2022

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: COOP 120	**Number of Credits:** 6 Course credit policy (105)
Course Full Title: Co-op Work Term II **Course Short Title:** Co-op Work Term II	
Faculty: Choose an item.	**Department:** Centre for Experiential and Career Education

Calendar Description:

Students apply academic knowledge and skills in an approved 12–16-week, full-time, paid work experience within their area of study.

Prerequisites (or NONE):	COOP 110.
Corequisites (if applicable, or NONE):	
Pre/corequisites (if applicable, or NONE):	

Antirequisite Courses *(Cannot be taken for additional credit.)*

Former course code/number: **COOP 200/201**

Cross-listed with:

Equivalent course(s):

(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)

Typical Structure of Instructional Hours

Experiential (work-integrated learning)	420
Total hours	**420**

Scheduled Laboratory Hours

Labs to be scheduled independent of lecture hours: ☒ No ☐ Yes

Course Details

Special Topics course: **No**

(If yes, the course will be offered under different letter designations representing different topics.)

Directed Study course: **No**

(See policy 207 for more information.)

Grading System: **Credit/No Credit**

Delivery Mode: **May be offered in multiple delivery modes**

Expected frequency: **Every semester**

Maximum enrolment (for information only)**: None**

Prior Learning Assessment and Recognition (PLAR)

PLAR cannot be awarded for this course because:

The Co-op program is designed for students to apply, refine, and extend their classroom learning in the workplace, then refine and extend their learning in the workplace to their subsequent courses. Students enrich their learning by alternating between academic and work terms over their degree.

Transfer Credit *(See bctransferguide.ca.)*

Transfer credit already exists: **No**

Submit outline for (re)articulation: **No**

(If yes, fill in transfer credit form.)

Department approval	**Date of meeting:**	February 9, 2024
Faculty Council approval	**Date of meeting:**	
Undergraduate Education Committee (UEC) approval	**Date of meeting:**	March 1, 2024

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Fulfil the responsibilities of a full-time work experience.
2. Practice self-reflection in the process of developing career readiness.
3. Construct learning goals for career education experiences.
4. Assess future career opportunities.
5. Perform critical reflection on workplace experience.
6. Apply disciplinary knowledge and skills from the classroom to the workplace.
7. Engage in responsible, inclusive, and responsive workplace practices.
8. Relate work experience to the priorities of the Indigenous people and land of the work term location.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Assignments:	60%	Field evaluation:	40%		%
	%		%		%

Details:

Co-operative Education experiences are graded on a Credit/No Credit basis. Co-op Coordinators, in consultation with the students' direct supervisors in the workplace, assign the grade when the required number of hours and all required assignments have been completed.

The grade of Credit/No Credit will be based on satisfactory completion of all the following:
Assignments:

- Learning goals plan (20%)
- Work-term reflective assignment (40%)

Field evaluation:

- Completion of hours (10%)
- Supervisor assessment of responsibilities/expectations (30%)

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Students must complete a Co-op and Career Education workshop prior to their first co-op work term. The workshop hours are not a part of the Co-op Work Term.

Each work term is unique. The student's work term may be on-site, remote, or blended. While on a work term, the duties and responsibilities are set by the employer/ supervisor according to the job description and contract. Students are expected to work closely with their supervisor to ensure job requirements and performance expectations are clear, achievable, and provide opportunity for integration of academic knowledge and skills.

Focused on a relational approach to assessment, Co-op Coordinators will monitor student success through conversation and feedback on the orientation assignment, site visits, and work term reflective assignment. Co-op coordinators support student wellbeing throughout the work term by encouraging students to discover ways their giftedness contributes to a meaningful work integrated learning experience.

Texts and Resource Materials *(Include online resources and Indigenous knowledge sources. Open Educational Resources (OER) should be included whenever possible. If more space is required, use the Supplemental Texts and Resource Materials form.)*

	Type	Author or description	Title and publication/access details	Year
1.	Other	CECE	Co-op and Career Education Workbook	
2.	Other	CECE	Co-op Handbook	
3.	Online resource	TMU Experiential Learning Hub	Equity, Diversity, and Inclusion in Practice https://pressbooks.library.torontomu.ca/ediinpractice/	
4.	Online resource	WorkBC	Career planning resource: https://www.workbc.ca/plan-career	2022
5.	Indigenous knowledge	Robline Davey	Indigenous Inclusion in Employment: https://universitytocareer.pressbooks.tru.ca/chapter/indigenous-inclusion/	2023

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Will vary according to employment site. Students may require personal transportation.

Course Content and Topics