UNIVERSITY COLLEGE of the FRASER VALLEY

COURSE IMPLEMENTATION DATE:	January 2004
COURSE REVISED IMPLEMENTATION DATE:	January 2004
COURSE TO BE REVIEWED:	January 2008
(Four years after implementation date)	(MONTH YEAR format)

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.

Shaded headings are subject to change at the discretion of the department and the material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT:	**UCFV Career Centre**	
COOP 140	**COOP 400/401**	**6**
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS

Co-op Work Term Performance and Report IV

COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

These courses provide students with the opportunity to apply what they've learned in their academic studies through 12-18 week, full-time, paid, career-oriented work experiences at employer sites. Students will be required to write a work term report for each experience. The employer and the Co-op Ed staff evaluate students. Work term assignments should become progressively more challenging as students pass through the Co-op program.

PREREQUISITES: **COOP 130**
COREQUISITES:

SYNONYMOUS COURSE(S)
(a) Replaces: **COOP 400/401** *(Course #)*
(b) Cannot take: _____ *(Course #)* for further credit.

SERVICE COURSE TO: _____ *(Department/Program)*

TOTAL HOURS PER TERM: **750**
STRUCTURE OF HOURS:

Lectures:		Hrs
Seminar:	**10**	Hrs
Laboratory:		Hrs
Field Experience:	**720**	Hrs
Student Directed Learning:	**20**	Hrs
Other (Specify):		Hrs

TRAINING DAY-BASED INSTRUCTION
LENGTH OF COURSE: _____
HOURS PER DAY: _____

MAXIMUM ENROLLMENT: **N/A**
EXPECTED FREQUENCY OF COURSE OFFERINGS: **Fall, Winter, Summer**

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)	☒ Yes	☐ No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)	☒ Yes	☐ No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	☐ Yes	☒ No

AUTHORIZATION SIGNATURES:

Course Designer(s):	Duncan Jeffries	Chairperson:	Bill Cooke
Department Head:	Duncan Jeffries	Dean:	Wayne Welsh
PAC Approval in Principle Date:		PAC Final Approval Date:	October 29, 2003

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

Students are encouraged to develop and reflect upon learning outcomes and goals prior to, during and upon completion of each work term. Co-op coordinators and workplace supervisors ensure that students are developing learning objectives and successfully applying them to the workplace setting.

Concepts and theory learned in previous study terms are most commonly applied to the work term to allow students to transfer academic skills and knowledge to an employment setting. Conversely, learning takes place on the job and is subsequently transferred back into the classroom where enriched learning and class discussion is enjoyed by students and faculty alike. Students document their employment experience and learning outcomes through a work term report.

Students are expected to obtain progressively more challenging learning outcomes and goals as they move through the co-op program.

METHODS:

Once placed into a work experience the student learning continues at the work site with day-to-day tasks and employer driven duties. Co-op coordinators visit each work site each term to ensure the overall success of the UCFV co-op program and the individual work placement.

Students continue their learning through subsequent work terms or with 'return to campus' meetings with their coordinators where previous learning objectives and future plans are discussed.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR (Please check :) ☒ Yes ☐ No

METHODS OF OBTAINING PLAR:

Student portfolio and interview.

TEXTBOOKS, REFERENCES, MATERIALS:

N/A

SUPPLIES / MATERIALS:

N/A

STUDENT EVALUATION:

Attached

COURSE CONTENT:

Prior to their first work term, students attend a series of seminars delivered by the co-op coordinators covering such topics as skills transfer, communications skills (resume/cover letter writing), office protocol, and on-the-job learning. Students apply what they have learned in their academic studies through 12-18 week work terms at employer sites. Students document their employment experience and learning outcomes through a work term report, due at the end of each work term. Students continue their learning through subsequent work terms or with 'return to campus' meetings with their coordinators where previous learning objectives and future plans are discussed.