

CO-OPERATIVE EDUCATION (COOP)

This is a list of the Co-operative Education (COOP) courses available at KPU.

Note: Credits for Co-op workterm courses may only be used to satisfy graduation requirements for the Co-op option of the Diploma and Degree programs. These credits do not contribute to the overall required academic credits for Diploma and Degree.

COOP 1101 CR-1

Job Search Techniques

Students will learn the philosophy and goals of co-operative education. They will also learn to develop effective job search techniques, including preparing effective resumes and cover letter, and practicing interview skills, in order to secure their first co-op placement.

*Prerequisites: Declaration of a Co-op specialization
Not Transferable*

COOP 1110 CR-9

Co-op Work Semester 1

Students will apply academic knowledge and acquire new abilities through relevant employment in their field of study. They will complete a 12-16 week paid co-op work experience taken on a full-time basis, monitored by Co-op Faculty. Students will reflect on how their behaviours and attitudes affect their work and their relations with others in the organization. They will also assess their interests and attitudes in relation to their field of study.

Note: This course may be taken part-time over two consecutive semesters and will appear on the transcript as COOP 1111 and COOP 1112. Successful completion of COOP 1110 requires completion of both courses and will be equivalent to one completed Co-op workterm. Students registering in COOP 1111 are committing to register in COOP 1112 in the subsequent term. The same grade will be assigned to both courses regardless of outcome.

NOTE: Credits for Co-op workterm courses may only be used to satisfy graduation requirements for the Co-op option of the Diploma and Degree programs. These credits do not contribute to the overall required academic credits for Diploma and Degree.

Prerequisites: COOP 1101; Permission of the instructor and the following special program criteria: ENVI: satisfactory standing & completion of first year CISO: completion of first year with a 2.33 GPA MRKT: completion of first year with a 3.00 GPA

COOP 1150 CR-9 (formerly COOP 1110)

Co-op Work Semester 1

Students will integrate academic studies with a full-time, paid work experience in a program related position with an employer organization. Students will apply academic knowledge and acquire more competence through relevant experience in their field of study while completing their first 12- to 16- week work term. The work term will be monitored by Co-op faculty. Students will examine how the application of new skills affects their work and their relationships with others in the organization. They will also assess their interest in and attitude towards their field of study.

Notes:

1. This course may be taken part-time over two consecutive semesters and will appear on the transcript as COOP 1150A and COOP 1150B. Successful completion of COOP 1150 requires completion of both courses and will be equivalent to one completed Co-op work term. Students registering in COOP 1150A are committing to register in COOP 1150B in the subsequent term. The same grade will be assigned to both courses regardless of outcome.

2. Credits for Co-op work term courses may only be used to satisfy graduation requirements for the Co-op option of designated programs. These credits do not contribute to the overall required academic credits.

3. Students must register for their Co-op work term only at the advisement of the Co-op office. Should a student accept a Co-op position and not follow the normal registration procedure, the Co-op office will proceed with manual registration for that student and Co-op work term course.

*Prerequisites: COOP 1101 and declaration of a Co-op specialization
Transferable (refer to transfer guide)*

COOP 2101 CR-1

Leadership and the Job Search

Students will integrate the learning they acquired during their first co-op placement, through a written report and presentation, and prepare for their second placement. They will inventory their skills and knowledge, update their resumes, and practice interview techniques. They will also develop leadership abilities through a mentoring program of junior students, which includes conducting interviews, analyzing resumes, and providing feedback.

Prerequisites: COOP 1101 and COOP 1110

COOP 2110 CR-9

Co-op Work Semester 2

Students will apply academic knowledge and acquire new abilities through relevant employment in their field of study. They will complete a second 12-16 week paid work experience taken on a full-time basis, monitored by Co-op faculty. Students will explore the significance of their behaviours and attitudes in relation to their work and examine their own working relationships and those of the organization. They will also define their interests and attitudes in relation to their field of study.

Note: This course may be taken part-time over two consecutive semesters and will appear on the transcript as COOP 2111 and COOP 2112. Successful completion of COOP 2110 requires completion of both courses and will be equivalent to one completed Co-op workterm. Students registering in COOP 2111 are committing to register in COOP 2112 in the subsequent term. The same grade will be assigned to both courses regardless of outcome.

NOTE: Credits for Co-op workterm courses may only be used to satisfy graduation requirements for the Co-op option of the Diploma and Degree programs. These credits do not contribute to the overall required academic credits for Diploma and Degree.

Prerequisites: COOP 2101; Permission of Instructor and the following program specific criteria: ENVI: second year standing & first year 2.0 GPA CISO: second year standing & first year 2.33 GPA MRKT: second year standing & first year 3.0 GPA

COOP 2150 CR-9 (formerly COOP 2110)

Co-op Work Semester 2

Students will integrate academic studies with a full-time, paid work experience in a program related position with an employer organization. Students will apply academic knowledge and acquire more competence through relevant experience in their field of study while completing a second 12- to 16- week work term. The work term will be monitored by Co-op faculty. Students will analyze the significance of the application of new skills in their work and examine their own working relationships as well as those of the organization. They will also further define their interest in and attitude towards their field of study.

Notes:

1. This course may be taken part-time over two consecutive semesters and will appear on the transcript as COOP 2150A and COOP 2150B. Successful completion of COOP 2150 requires completion of both courses and will be equivalent to one completed Co-op work term. Students registering in COOP 2150A are committing to register in COOP 2150B in the subsequent term. The same grade will be assigned to both courses regardless of outcome.

2. Credits for Co-op work term courses may only be used to satisfy graduation requirements for the Co-op option of designated programs. These credits do not contribute to the overall required academic credits.

3. Students must register for their Co-op work term only at the advisement of the Co-op office. Should a student accept a Co-op position and not follow the normal registration procedure, the Co-op office will proceed with manual registration for that student and Co-op work term course.

*Prerequisites: COOP 1150 and declaration of a Co-op specialization
Transferable (refer to transfer guide)*

COOP 2301 CR-1

Career Search

Students will integrate the learning they acquired during their second work experience and prepare for their entrance into the labour market upon graduation. They will plan their career development, update their resumes and prepare timelines for their job search. They will learn techniques to identify and research work opportunities and use these techniques in conducting a job search.

Prerequisites: COOP 2101 and COOP 2110

COOP 3150 CR-9 (formerly COOP 3210)

Co-op Work Semester 3

Students will integrate academic studies with a full-time, paid work experience in a program related position with an employer organization. Students will apply academic knowledge and acquire more competence through relevant experience in their field of study while completing a third 12- to 16- week work term. The work term will be monitored by Co-op faculty. Students will identify and analyze new skills in relation to their work and develop professional learning goals for the term. Students will further assess their interest in and attitude towards their field of study and prepare a potential career plan for after graduation.

Notes:

1. This course may be taken part-time over two consecutive semesters and will appear on the transcript as COOP 3150A and COOP 3150B. Successful completion of COOP 3150 requires completion of both courses and will be equivalent to one completed Co-op work term. Students registering in COOP 3150A are committing to register in COOP 3150B in the subsequent term. The same grade will be assigned to both courses regardless of outcome.

2. Credits for Co-op work term courses may only be used to satisfy graduation requirements for the Co-op option of designated programs. These credits do not contribute to the overall required academic credits.

3. Students must register for their Co-op work term only at the advisement of the Co-op office. Should a student accept a Co-op position and not follow the normal registration procedure, the Co-op office will proceed with manual registration for that student and Co-op work term course.

*Prerequisites: COOP 2150 and declaration of a Co-op specialization
Transferable (refer to transfer guide)*

COOP 3210 CR-9

Co-op Work Semester 3

Students will apply academic knowledge and acquire new abilities through relevant employment in their field of study. They will complete a 12-16 week paid co-op work term taken on a full-time basis. Students will assess their interests and attitudes in relation to their field of study.

Note: This course may be taken part-time over two consecutive semesters and will appear on the transcript as COOP 3211 and COOP 3212. Successful completion of COOP 3210 requires completion of both courses and will be equivalent to one completed Co-op workterm. Students registering in COOP 3211 are committing to register in COOP 3212 in the subsequent term. The same grade will be assigned to both courses regardless of outcome.

NOTE: Credits for Co-op workterm courses may only be used to satisfy graduation requirements for the Co-op option of the Diploma and Degree programs. These credits do not contribute to the overall required academic credits for Diploma and Degree.

Prerequisites: COOP 1101; Permission of the instructor, and the following specific program criteria: BTech: min. GPA of 2.5 in any five program courses BBA: min. GPA of 2.7 in any five program courses

COOP 4150 CR-9 (formerly COOP 4210)

Co-op Work Semester 4

Students will integrate academic studies with a full-time, paid work experience in a program related position with an employer organization. Students will apply academic knowledge and acquire more competence through relevant experience in their field of study while completing a fourth 12- to 16- week work term. The work term will be monitored by Co-op faculty. Students will identify and analyze new skills in relation to their work and develop professional learning goals for the term. Students will further assess their interest in and attitude towards their field of study and review and confirm their career plan for after graduation.

Notes:

1. This course may be taken part-time over two consecutive semesters and will appear on the transcript as COOP 4150A and COOP 4150B. Successful completion of COOP 4150 requires completion of both courses and will be equivalent to one completed Co-op work term. Students registering in COOP 4150A are committing to register in COOP 4150B in the subsequent term. The same grade will be assigned to both courses regardless of outcome.

2. Credits for Co-op work term courses may only be used to satisfy graduation requirements for the Co-op option of designated programs. These credits do not contribute to the overall required academic credits.

3. Students must register for their Co-op work term only at the advisement of the Co-op office. Should a student accept a Co-op position and not follow the normal registration procedure, the Co-op office will proceed with manual registration for that student and Co-op work term course.

Prerequisites: COOP 3150 and declaration of a Co-op specialization

Transferable (refer to transfer guide)

COOP 4210 CR-9

Co-op Work Semester 4

Students will apply academic knowledge and acquire new abilities through relevant employment in their field of study. They will complete a further 12-16 week paid work experience taken on a full-time basis, monitored by Co-op faculty. Students will prepare a formal report examining one aspect of their work – either on a technical, organizational or interpersonal level.

Note: This course may be taken part-time over two consecutive semesters and will appear on the transcript as COOP 4211 and COOP 4212. Successful completion of COOP 4210 requires completion of both courses and will be equivalent to one completed Co-op workterm. Students registering in COOP 4211 are committing to register in COOP 4212 in the subsequent term. The same grade will be assigned to both courses regardless of outcome.

NOTE: Credits for Co-op workterm courses may only be used to satisfy graduation requirements for the Co-op option of the Diploma and Degree programs. These credits do not contribute to the overall required academic credits for Diploma and Degree.

Prerequisites: COOP 3210