

# CO-OPERATIVE EDUCATION (COOP)

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

Enrolment in some sections of these courses is restricted to students in particular programs. See the Course Planner - [kpu.ca/registration/timetables](http://kpu.ca/registration/timetables) - for current information about individual courses.

For information about transfer of credit amongst institutions in B.C. and to see how individual courses transfer, go to the BC Transfer Guide [bctransferguide.ca](http://bctransferguide.ca)

**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** **1 Credits**

### **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*

## **COOP 1150 (formerly COOP 1110)** **9 Credits**

### **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*

*Attributes: FCo6*

## **COOP 2101** **1 Credits**

### **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 2150 (formerly COOP 2110)** **9 Credits**

### **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*

*Attributes: FCo6*

## **COOP 2301** **1 Credits**

### **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 (formerly COOP 3210)  
Co-op Work Semester 3**

**9 Credits**

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*  
*Attributes: FCo6*

**COOP 4150 (formerly COOP 4210)  
Co-op Work Semester 4**

**9 Credits**

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*  
*Attributes: FCo6*