

## Cooperative Education 11/12 Preplacement Module



Cooperative Education 11/12 Preplacement Module is an asynchronous, self-paced course. This means you can take the course wherever you want, at any time of day, and go at your own pace.

*Important: If you are planning to do a summer co-op program (BFY, Test Drive, or Serve it Up), you must complete this course module by April 18th. Otherwise, you have until the end of the semester to complete the course module.*

### Curriculum Outcomes

Learners will:

- evaluate potential education options and career pathways
- evaluate personal interests, attributes and skills in relation to potential education and career goals.
- evaluate the influence of legislation, protocols, and policies on workplace behaviours.
- evaluate workplace readiness skills.

### Meet with Mentor

**You will be required to meet online with your Mentor no fewer than 7 times, for 30 minutes each time. As follows:**

- At the beginning of the course
- After the submission of each section portfolio
- For your Final Project/Exit Interview

### Time Requirement

You have until **April 18th** to complete this work.

You will need to factor your Mentor's availability into planning your timeline, as they may or may not be able to meet with you if you make a last-minute request. Remember to be respectful when arranging meetings.

### Technical Requirements

- A PC, laptop or Chromebook (a phone can be used, but may be less than ideal).
- Phone or camera to photograph/scan work, which can then be uploaded into the LMS (Moodle)
- An internet connection.

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## Course Outline

### Section 1:

#### **Your Skills, Your Goals, Your Plan**

- 1.1 Setting Up Your Portfolio
- 1.2 Self-Assessments
- 1.3 Entrepreneurial Skills
- 1.4 Skills for Success

### Section 2:

#### **Exploring Education and Career Pathways**

- 2.1 Your Education and Career Goals
- 2.2 Influences on Your Career Decisions

### Section 3:

#### **Introducing Workplace Readiness**

- 3.1 High Expectations
- 3.2 Code of Conduct
- 3.3 Your Online Presence
- 3.4 Confidentiality in the Workplace
- 3.5 Why Culture Matters

### Section 4:

#### **A Culture of Safety in the Workplace**

- 4.1 Introduction to a Culture of Safety
- 4.2 Legislation and Workplace Safety
- 4.3 Hazards in the Workplace
- 4.4 Personal Protective Equipment
- 4.5 Rights and Responsibilities Reflection
- 4.6 Checking Your Health and Safety Awareness
- 4.7 Safety Training/Certifications

### Section 5:

#### **Finishing Touches on Workplace Readiness**

- 5.1 Writing Your Cover Letter
- 5.2 Résumé Writing
- 5.3 Job Interviews

## Course Evaluation

*Course completion will be based on the following:*

#### **Section 1:**

Completion of four Topic assignments and Portfolio

#### **Section 2:**

Completion of two Topic assignments and Portfolio

#### **Section 3:**

Completion of five Topic assignments and Portfolio

#### **Section 4:**

Completion of seven Topic assignments and Portfolio

#### **Section 5:**

Completion of three Topic assignments and Portfolio

Completion of Final Project/Exit Interview