

## **Cooperative Education or Internship Designation**

*(Required appendix for any program with a Cooperative Education or Internship Designation.*

*Any changes to this Appendix are required to go through Educational Approvals as a minor, substantive or major change)*

**By complying with the Camosun guidelines for Cooperative Education, students may qualify for either the Cooperative Education or the Internship designation on their credential.**

### **Program:**

#### **1. Mandatory / Optional**

- Completion of the requirements for the **Co-op designation** is (mandatory OR optional OR not applicable) for this Program:
- Completion of the requirements for the **Internship designation** is (mandatory OR optional OR not applicable) for this Program:

#### **2. Eligibility for cooperative work experience**

- Approval by the Co-op Department
- Student must complete "COOP 100 Workplace Education Prep" prior to their first work term.
- If **Mandatory** – a minimum GPA of "2" (C) is a prerequisite to the first work term and all subsequent work terms.
- If **Optional** – a minimum GPA of "3" (C+) is a prerequisite to the first work term and all subsequent work terms.
- Minimum number of "credits OR courses OR academic terms" as a prerequisite to a first work term (please specify):
- Other (please specify):

#### **3. Criteria for work placements and work terms**

Work placements and work terms must conform to the current practices outlined by the Co-op Department. Current Co-op practices can be viewed on the intranet at <http://intranet/coop/index.php>

#### **4. Generic Program Learning Outcomes for students pursuing the Co-op / Internship designation**

**In addition to the regular Program Learning Outcomes (LO), students admitted to work terms will be able to demonstrate learning in the following four areas:**

*NOTE - Within each area, students and field instructors will develop specific LO's appropriate to the workplace setting and the program of study. Where programs offer multiple work terms, demonstrated expectations and evidence of progressive learning in each subsequent work term is needed. The examples below are provided for guidance only.*

- 1. Occupational and workplace awareness** *e.g. Students will be able to...*
  - Demonstrate knowledge of business objectives and processes used in a workplace setting;
  - Explain the duties and responsibilities associated with a given occupation or work role;
  - Identify challenges that may arise in given work situations, and propose appropriate responses that could be taken by a worker in the student's work role;
- 2. Academic/Technical learning** *e.g. Students will be able to...*
  - Demonstrate learning related to the academic learning outcomes of the program
  - Articulate relationships between classroom topics and situations encountered in the field;

**Students completing multiple work terms will demonstrate evidence of progressive learning with each successive work term.**

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- 3. Employability skills** *e.g. Students will be able to...*
- Demonstrate acquisition/improvement of Employability Skills (as defined by the Conference Board of Canada, SCANS, etc.), for example,
    - Communicate in ways and using methods appropriate to a professional environment
    - Think critically to solve problems, anticipate outcomes, use and organize information
    - Demonstrate appropriate workplace attitudes and behaviours (responsibility, accountability, initiative, trustworthiness, diligence, friendliness, empathy, etc.)
    - Teamwork: work effectively with others to achieve results;
    - Leadership: take initiative; justify ideas and positions; motivate others to succeed; deal with difficult situations; reduce conflict;
    - Technology: Use technology to solve problems and achieve results;
    - Social skills: Work within the culture of a group; work harmoniously with others;
    - Planning & resource management;
- 4. Self-awareness & professional development** *e.g. Students will be able to...*
- Describe insights into their own preferences, aptitudes, work habits, style of interaction, learning processes, etc. as revealed through cooperative work experience.
  - Plan a career development strategy that will incorporate learning, achievements, and contacts made through the field experience.

### 5. Program Content:

#### Co-op Students

In addition to regular program content, students pursuing the Co-op designation will be required to complete:

Course	Course Title	Credits
COOP 100	Workplace Education Prep	0
XXX 101 or 102	Cooperative Work Experience X	
XXX 201 or 202 or 203	Cooperative Work Experience X	
XXX 301 or 302 XXX 401 or 402	Cooperative Work Experience X (degree programs)	

#### Internship Students

In addition to regular program content, students pursuing the Internship designation will be required to complete:

Course	Course Title	Credits
COOP 100	Workplace Education Prep	0
XXX 101 or 102	Cooperative Work Experience X	

### 6. Schedule for the Credential:

#### Co-op / Internship Example:

Yr	Sep – Dec	Jan – Apr	May – Aug
1	Academic Term 1	Academic Term 2	Work Term 1
2	Academic Term 3	Work Term 2	Academic Term 4

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Include a table that outlines the possible schedule for Co-op / Internship students (see *example above*):

Yr				
1				
2				
3				
4				

### 7. Completion requirements for the credential:

#### **Requirements for the Co-op designation**

To be eligible for the Co-op designation, students must

- satisfy all regular Program Completion Requirements, and
- satisfactorily complete a minimum 2 work terms (semester system), or 3 work terms (quarter system), or a minimum 3 work terms for a Bachelor Degree , and
- minimum work term duration is 270 hours in the quarter system, and 360 hours in the semester system (75% of the weeks in an academic term for the program, at 30 hrs/wk), and
- work experience must be paid (exceptions to this may be made by an exceptions committee and approved by the Director), and
- end their program on an academic term after the work term.

#### **Requirements for the Internship designation**

To be eligible for the Internship designation, students must

- satisfy all regular Program Completion Requirements, and
- complete 1 work term satisfactorily, and
- minimum work term duration is 250 hours, and
- program may **or** may not end on a work term.

### 8. Credential Awarded:

*(Insert Program Name under applicable credential, Delete inapplicable credentials)*

#### **Certificate Programs**

Certificate in (Insert Program Name), Internship Designation

Certificate in (Insert Program Name), Co-operative Education Designation

#### **Advanced Certificate Programs**

Advanced Certificate in (Insert Program Name), Internship Designation

Advanced Certificate in (Insert Program Name), Co-operative Education Designation

#### **Diploma Programs**

Diploma in (Insert Program Name), Internship Designation

Diploma in (Insert Program Name), Co-operative Education Designation

#### **Advanced Diploma Programs**

Advanced Diploma in (Insert Program Name), Internship Designation

Advanced Diploma in (Insert Program Name), Co-operative Education Designation

#### **Associate Degree Programs**

Associate Degree of (Insert Program Name), Internship Designation

Associate Degree of (Insert Program Name), Co-operative Education Designation

#### **Applied Degree Programs**

Bachelor Degree in (Insert Program Name), Internship Designation

Bachelor Degree in (Insert Program Name), Co-operative Education Designation

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**(continued)**

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**9. Special Notes:**

Students in this program may/may not complete more than the required minimum number of work terms for the respective designation (please specify):

**10. Program Specific Information:**

*(note This information is not under the direction of the Co-operative Education department. It is the responsibility of the School to ensure this information is communicated to students.)*

**Signatures**

\_\_\_\_\_  
Associate Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-op Director

\_\_\_\_\_  
Date

**FOR INFORMATION ONLY**

*The "Program Outline" and the "Cooperative Education Appendix" are the source documents for College publications (e.g. Web Calendar, Print Calendar, Brochures, etc.). Presentation of this information in College publications may appear differently than outlined here; however content will remain the same. For example the "Program Outline" in the "Print Calendar" will imbed "Cooperative Education" information directly within the "Program Outline" in the Print Calendar where appropriate.*