Pre Cooperative Education Seminar

Course Syllabus

CPS 298

Academic Calendar Link: [http://www.qcc.edu/calendar](http://www.qcc.edu/calendar)

### INSTRUCTOR INFORMATION

**Instructors:** Nichole Wheeler & Joe Whitney

**Email:** nwheeler@qcc.mass.edu  Jwhitney@qcc.mass.edu

**Phone:** 508-854-7476  508-854-7414

**Office Location:** Career Services room 272A

**Communication:**

Throughout the semester, we will communicate with you via either Blackboard Announcements, your Qmail account or directly through Purple Briefcase.

### Course Description:

The Pre Cooperative Education Seminar is a required preparatory course designed to provide students with the necessary structure, resources, and support to successfully secure and engage in their cooperative education experience. Students will learn about the attitudes, skills and behaviors expected by employers. They will develop an understanding of Cooperative Education policies, procedures and requirements. Students will prepare an effective cover letter and resume, practice interview skills, job search strategies and learn how to self-market for a successful coop experience and post-graduate job search. Students will work with Career Services & Credit for Prior Learning to complete the necessary job readiness workshops.

### Purpose of the Course:

The purpose of this course is to prepare students to be successful in their Co-op. This would include the process of searching for a co-op position, applying and interviewing in order to secure a placement and understanding how to act professionally when in the workplace. Students will also learn how to create a professional resume that they will use in order to secure a co-op placement.

### MATERIALS

**Required Texts:**

There are no required texts for this course.

**Technology Requirements:**
This course will require that you access online resources in the college’s Blackboard Learn site. Please review the following link [http://www.qcc.edu/help/blackboard](http://www.qcc.edu/help/blackboard) for assistance on using your Blackboard Learn account.

You will also be required to create an account on Purple Briefcase, which is QCC’s online job board and resource site. This account is necessary to pre-register for the workshops, upload your resume, and view resources and to search for potential co-op positions. This account will also be necessary when you are in the co-op course. [https://app.purplebriefcase.com/pb/account/logout?s=QCC](https://app.purplebriefcase.com/pb/account/logout?s=QCC)

### STUDENT LEARNING OUTCOMES/INSTRUCTIONAL OBJECTIVES

By fully participating in this course, you should be able to:

1. Students will be able to create a professional resume and cover letter.
2. Students will demonstrate an understanding of using Purple Briefcase through the successful registration of workshops and uploading their resume.
3. Student will improve their communication skills through MOC interviews using Interview Stream.
4. Students will learn the importance of professional behavior.
5. Students will demonstrate an understanding of the Co-op process and required forms.

### REQUIRED COURSE COMPLETION REQUIREMENTS

In addition to attendance and participation, your success in this course depends on the following:

1. You must complete all 4 workshops:
   A. Resume and resume critique
   B. Interviewing
   C. Workplace Etiquette
   D. Co-op Orientation

   These workshops can be completed in person with Career Services or online through Blackboard.

   *(If you complete the workshops online you must complete the assessment for each one and score at least 80% to pass it, you can take it multiple times. The assessments will not show up until you have completed all of the requirements in each section.)*

2. Create an account on Purple Briefcase. This is where you will register for events and post your resume. [https://app.purplebriefcase.com/pb/account/logout?s=QCC](https://app.purplebriefcase.com/pb/account/logout?s=QCC)

3. Create a resume, then attend a resume critique to have it critiqued by Career Services or post it on Purple Briefcase for a critique. Once critiqued it is expected that you make the suggested revisions and then submit it to Purple Briefcase for an approval. You need to have an approved resume posted on Purple Briefcase before completion of the course.
   [https://app.purplebriefcase.com/pb/account/logout?s=QCC](https://app.purplebriefcase.com/pb/account/logout?s=QCC)

   *Workshops can be completed in any order however it is recommended that the Co-op orientation be attended last.*

### GRADING

You will receive a Pass or Fail for this course. *This course is a pre-requisite for the 299 Co-op class.*
ACADEMIC POLICIES AND PROCEDURES

Attendance Policy:
You are required to attend one session of each workshop either in person or online through Blackboard. (* Note: the Co-op orientation is only in person workshop and cannot be completed online)

ACCOMMODATIONS
If you have a disability which may require an accommodation, please notify me as soon as possible. You are responsible for forwarding your Accommodation Letter to me and discussing arrangements for this course. Your accommodations for this course begin upon my receipt of your Accommodation Letter; accommodations are not retroactive. You may request accommodations at any time during the semester, but instructors must be provided with reasonable notice prior to exams or deadlines.

Disability Services works to promote access to ensure an accessible college experience for students. If you have further questions, contact Disability Services. All discussions are confidential.

Contact Information for Disability Services & Assistive Technology:
Call: 508-854-4471
Sorenson Video Phone: 508-502-7647
Email: disabilityservices@qcc.mass.edu

STUDENT SUPPORT SERVICES
QCC offers a range of student support services including Academic Advising, Student Success Center, Math Center, Health & Wellness, Library, and Writing Center. Visit http://www.qcc.edu/services for more information.

QCC is proud to support veterans. If you are a veteran of the armed forces, please visit the Veteran Affairs Office located in 258A (Administration Building) or contact them at veteranaffairs@qcc.mass.edu or call 508-854-4290.