

# Pre Cooperative Education Seminar

## Course Syllabus CPS 298

Academic Calendar Link: <http://www.qcc.edu/calendar>

### INSTRUCTOR INFORMATION

**Instructors:** Nichole Wheeler & Joe Whitney

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

**Office Location:** Career Services & Credit for Prior Learning, Room 272A

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

### 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 a resume, practice interview skills, learn job search strategies, and how to self-market for a successful co-op 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 co-op 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> for assistance on using your **Blackboard Learn** account.

You will also be required to create an account on Handshake, which is QCC's online job board and resource site. This account is necessary to 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://quinsigamond.joinhandshake.com/login>

## 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 Handshake through the successful uploading of their resume.
3. Student will improve their Interviewing skills.
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

1. Your success in this course depends on you completing all of the 4 modules of this course:
  1. Resume and resume critique (having an approved resume on Handshake)
  2. Interviewing
  3. Workplace Etiquette
  4. Co-op Orientation

***There is an assessment in each of the four modules that you must complete and you must score at least 80% to pass it; you have three attempts to pass the assessment. The assessments will not show up until you have completed all of the requirements in each module.***

2. After completing the resume module of this course, you will need to create an account on Handshake . <https://quinsigamond.joinhandshake.com/login>
3. Using the knowledge you gained from the resume module, you will then create a resume and upload it on Handshake on the "Documents" page. A Career Specialist will review your resume and send you an email with suggested revisions to make. Once critiqued it is expected that you make the suggested revisions and then re-upload it to Handshake for a second revision and approval. **This process may take several attempts but you need to have an approved resume posted on Handshake in order to complete module.**

***\*You can complete modules in any order however; it is recommended that the Co-op orientation be the last module to complete.***

## GRADING

You will receive a Pass or Incomplete for this course. **(This course is a pre-requisite for the 299 Co-op class. You will NOT be allowed to register for the Co-op class until you complete this course. Completion requires a minimum of 80% on all 4 assessments AND approved resume posted on Handshake)**

## ACADEMIC POLICIES AND PROCEDURES

### Attendance Policy:

This course is completed completely online at your own pace.

## ACCOMMODATIONS

If you have a disability, which may require an accommodation, please notify Career Services as soon as possible. You are responsible for forwarding your Accommodation Letter to Career Services and discussing arrangements for this course. Your accommodations for this course begin upon 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.

### Contact Information for Student Accessibility Services & Assistive Technology:

Call: 508-854-4471

Sorenson Video Phone: 508-502-7647

Email: [disabilityservices@qcc.mass.edu](mailto: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](mailto:veteranaffairs@qcc.mass.edu) or call 508-854-4290.