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 Room 272A

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 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 Purple Briefcase, 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://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 uploading of their resume.
3. Student will improve their communication skills through MOCK 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 will be completed online through Blackboard.

   *(You must complete the assessment for each workshop and score at least 80% to pass it; you can take it three 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 post your resume to be critiqued.
   
   https://app.purplebriefcase.com/pb/account/logout?s=QCC

3. Create a resume and then post it on Purple Briefcase for a critique under the “My Docs” tab. Once critiqued it is expected that you make the suggested revisions and then submit it to Purple Briefcase again for a 2nd revision and approval. You need to have an approved resume posted on Purple Briefcase before completion of the course. Sometimes the revisions may take a few tries but you must revise it until you have a professional approved resume on Purple Briefcase.
   
   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 the last workshop.*

### 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.)*
ACADEMIC POLICIES AND PROCEDURES

Attendance Policy:
You are required to attend one session of each workshop online through Blackboard and pass all assessments with an 80% or higher.

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.

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 Student Accessibility 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.