



Course Description

AVM2949 | Co-op Work Experience 2: AVI | 3.00 credits

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Prerequisite: 2.0 minimum GPA, approval of Co-op Program Director, completion of AVM1949.

Course Competencies:

Competency 1: The student will demonstrate knowledge and understanding of advanced Co-Op work experience by:

1. Completing a self-assessment that will help identify career and personal goals that need to be achieved
2. Explaining how to prepare career-oriented resumes that will aid them in their professional careers
3. Discussing how to write a cover letter, comprehending and understanding the components and etiquette involved in writing it
4. Obtaining reference letters and identifying the components that make an acceptable letter of reference
5. Writing a proper thank you letter and identifying the components that make an acceptable thank you letter

Competency 2: The student will produce reasoned, critical responses to the universal concerns in work experience by:

1. Identifying the components of a reference letter, the types of reference letters, and preparing a reference letter to be graded by the instructor
2. Listing the components of a cover letter, identifying the types of cover letters, and preparing a cover letter to be graded by the instructor
3. Recalling the components of a resume, identifying the types of resumes, and preparing a resume to be graded by the instructor
4. Confronting the complex issues of being an individual as part of an organization
5. Identifying six areas in daily duties that need improvement, explaining how the six areas can be improved, and explaining the process by which the areas will be improved

Competency 3: The student will demonstrate proficiency in work experience by:

1. Identifying work roles and responsibilities
2. Listing the different areas of the workplace
3. Preparing presentations related to work experience
4. Confronting the complex issues of being an individual as part of an organization
5. Identifying daily duties that will improve and explain how they can be successful

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Use quantitative analytical skills to evaluate and process numerical data