



### **Course Description**

#### **GRA1949 | Co-op Work Experience 1: GRA | 3.00 credits**

This is a course designed to provide 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. Prerequisite: Co-Op Department approval. 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.

### **Course Competencies:**

**Competency 1:** The student will demonstrate knowledge of the workplace by:

1. Summarizing the organization's purpose and goals
2. Describing the organizational structure including the purpose of individual departments
3. Defining the role of the employee mentor within the organization

**Competency 2:** The student will demonstrate knowledge of relevant industry regulations in the workplace environment by:

1. Defining the safety regulations of the organization
2. Describing how occupational safety and health administration worker safety regulations are addressed within the organization
3. Summarizing topics related to regulatory issues that influence the organization's operation

**Competency 3:** The student will demonstrate knowledge of workplace practices and procedures by:

1. Explaining an organization's quality systems
2. Performing an organization's standard operating procedures
3. Executing an organization's quality protocols for principal processes

**Competency 4:** The student will demonstrate knowledge of the specific skill sets employed in an industrial workplace environment by:

1. Listing standard techniques or skill sets used within the organization
2. Demonstrating basic protocols and applications performed while working in the organization
3. Applying the purpose of standard protocols and how they relate to the organization's goals

**Competency 5:** The students will demonstrate knowledge of workplace professionalism by:

1. Listing traits of workplace professionals in the chosen industry
2. Identifying skills necessary for practical work within the organization
3. Identifying the importance of written and verbal communication skills within the organization
4. Performing tasks assigned by a supervisor according to organizational standards and practices
5. Generating a journal that documents the daily work schedule, tasks, and experiences
6. Writing reflections documenting specific learning acquired from workplace experiences
7. Maintaining a time log document of hours spent within the organization completing tasks
8. Practicing professional appearance, demeanor, honesty, integrity, responsibility, initiative, respect, confidentiality, and ethical work habits
9. Adhering to the employee code of conduct

### **Learning Outcomes:**

- Communicate effectively using listening, speaking, reading, and writing skills
- Use quantitative analytical skills to evaluate and process numerical data
- Formulate strategies to locate, evaluate, and apply information
- Demonstrate knowledge of ethical thinking and its application to issues in society
- Create strategies that can be used to fulfill personal, civic, and social responsibilities
- Use computer and emerging technologies effectively
- Demonstrate an appreciation for aesthetics and creative activities