Co-op Session I Homework Assignment

Please complete all three parts of the homework assignment:

Part 1: Develop your Co-op plan

Part 2: Skills Assessment

Part 3: Elevator Pitch

Once you’re done, submit this as an ‘Admission Document’ through the Career Bridge Portal [(click here for instructions](http://www.uleth.ca/sites/default/files/2017/09/submitting-co-op-session-admission-documents.pdf)) and register for Co-op Session II.

# Part 1: Develop your Co-op plan

When deciding where Co-op will fit into your degree, here are some things you should consider:

**Plan for at least one opportunity that will be more than 4 months –** Many positions have an opportunity to be longer work terms (8, 12, or 16 months). For Computer Science majors, almost all of your work terms will be longer than 4 months due to the nature of the work.

**Consider a fall or spring Co-op –** Many of the positions on the Co-op job board are available in all three semesters, not just summer. Fall and spring Co-ops are likely to be less competitive and will provide you with exposure to seasonal changes.

**Don’t save Co-op until the end of your degree –** There are many Co-op positions that require you to return to full-time studies after your work term. We strongly recommend you plan for at least one academic term after you have completed your desired number of Co-op work terms. The more general and flexible these courses, the better.

**Refer to your PPG and consult Academic Advising –** Be sure to take your PPG into account when developing your Co-op schedule. There are some classes that are only offered in a specific semester or year. Discuss your Co-op plan with your Academic Advisor to ensure it will work the way you want.

**Time to build your Co-op plan!**

Below we have provided three examples of where Co-op might fit into your degree. At the end is a blank sequence. Create your own Co-op plan with at least three Co-op work terms.

Example #1 – Three 4-month work terms

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fall | Spring | Summer |
| Year 1 | Academic Term | Academic Term | Non-Co-op Work |
| Year 2 | Academic Term | Academic Term | Work Term #1 |
| Year 3 | Academic Term | Work Term #2 | Academic Term and Non-Co-op Work |
| Year 4 | Work Term #3 | Academic Term | Academic Term and Non-Co-op Work |
| Year 5 | Academic Term | Graduation! |  |

Example #2 – One 8-month work term and two 4-month work terms

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fall | Spring | Summer |
| Year 1 | Academic Term | Academic Term | Work Term #1 |
| Year 2 | Academic Term | Academic Term | Work Term #2 |
| Year 3 | Work Term #3 | Academic Term | Academic Term and Non-Co-op Work |
| Year 4 | Academic Term | Academic Term | Work Term #4 |
| Year 5 | Academic Term | Graduation! |  |

Example #3 – One 8 month work term and one 12-month work term

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fall | Spring | Summer |
| Year 1 | Academic Term | Academic Term | Non-Co-op work term |
| Year 2 | Academic Term | Work Term #1 | Work Term #2 |
| Year 3 | Academic Term | Academic Term | Work Term #3 |
| Year 4 | Work Term #4 | Work Term #5 | Academic Term and Non-Co-op Work |
| Year 5 | Academic Term | Academic Term | Academic Term and Non-Co-op Work |
| Year 6 | Graduation! |  |  |

**Now, create your own plan with at least three Co-op work terms.** Don’t forget, this is just a plan. It can change as it is your choice when you go on a Co-op work term.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fall | Spring | Summer |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year 3 |  |  |  |
| Year 4 |  |  |  |
| Year 5 |  |  |  |
| Year 6 |  |  |  |

# Part 2: Skills Assessment

Follow these steps to assess your skills. Trust us, you have many! For examples, view pages 22-35 of the Co-op Session I presentation.

1. **Of your courses, choose one course in your major and one Liberal Education List Requirement course. What technical and job-ready skills have you developed?**

|  |  |  |
| --- | --- | --- |
| **A course in your major:** |  | **A Liberal Education List Requirement course:** |
| Technical skills – Writing, research, lab etc. | Technical skills – Writing, research, lab etc. |
|  |  |
| Job-ready skills – Communication, organization, problem-solving, analysis etc. | Job-ready skills – Communication, organization, problem-solving, analysis etc. |
|  |  |

1. **Choose two other experiences (work/job, volunteering, clubs, applied or independent studies etc.). What technical and job-ready skills are you developing in those?**

|  |  |  |
| --- | --- | --- |
| **Other #1:** |  | **Other #2:** |
|  |
| Technical skills - Delegation, event planning etc. | Technical skills - Delegation, event planning etc. |
|  |  |
| Job-ready skills – Leadership, teamwork etc. | Job-ready skills – Leadership, teamwork etc. |
|  |  |

1. **Let’s put it all together! From the list below, check all of the liberal education skills that you currently possess and provide a specific example for each.**

|  |  |  |
| --- | --- | --- |
| **X** | **Topic** | **Example** |
| Self-awareness and Confidence | | |
|  | I know my personal strengths and areas for development |  |
|  | I can learn from my mistakes |  |
| Communication | | |
|  | I can communicate well |  |
|  | I can listen well |  |
| Leadership and Teamwork | | |
|  | I can work independently and as part of a group |  |
|  | I value what others contribute to a group |  |
|  | I am flexible and adaptable |  |
| Empathy and Conflict Resolution | | |
|  | I am comfortable addressing my concerns respectfully and constructively |  |
|  | I can receive and accept criticism |  |
|  | I can handle change and uncertainty |  |
| Organization and Prioritization | | |
|  | I can break a project into manageable tasks and milestones |  |
|  | I can prioritize competing tasks and projects |  |
|  | I can stay organized |  |
|  | I can manage my time |  |
| Critical Thinking and Problem Solving | | |
|  | I can identify quality facts and information |  |
|  | I can determine the pieces of a complex problem |  |
|  | I can find effective and creative solutions to problems |  |

# Part 3: Your Elevator Pitch

Write your elevator pitch below. Remember to say it aloud several times so that it is natural and genuine. Time yourself to make sure it is 20-30 seconds.

During Co-op Session II, you will each give your elevator pitch to a small group. The group facilitator may answer your question and ask a follow-up question that you will need to respond to.

**Scenario:** You are at the campus Career Fair. You notice that an employer related to your discipline has an “I ♥ Co-op” sign on their table. You decide to introduce yourself.

What are you going to say?

Not sure where to start? Review slides 36-44 of the CSI presentation.