

Department of Business and Office Administration

COURSE OUTLINE – Spring 2025

BA2920 (EC): Co-Op I - Introduction to Cooperative Work Experience
2 (0-0-0) 400 work experience hours - 400 Hours for 12 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Mandy Pollock

OFFICE: C406

OFFICE HOURS: by appointment

PHONE: 780-539-2815

E-MAIL: APollock@nwpolytech.ca

CALENDAR DESCRIPTION: This course is the first in a series of three cooperative work experience placements, offering students the opportunity to apply classroom learning in a paid, minimum 400-hour work term in the business world. Students will gain hands-on experience in a professional setting, focusing on foundational business skills. Participation in the co-op program is optional but requires successful completion of all three work terms to fulfill the co-op pathway. The work term is monitored and evaluated by the employer.

PREREQUISITE(S): Student must complete two full years (60 credits) of the BBA and a cumulative GPA of 2.5.

COREQUISITE(S): none

REQUIRED MATERIALS:

Students are required to have secured employment by the first day of classes.

DELIVERY MODE(S): 400 hours of work experience.

LEARNING OUTCOMES:

Upon successful completion of Co-op I, students will:

- Demonstrate the ability to apply basic concepts from core business functions (e.g., marketing, finance, management) in a workplace setting.
- Exhibit clear and professional communication skills, both written and verbal, in a business environment.
- Show readiness to adapt to workplace expectations, including punctuality, teamwork, and problem-solving.
- Reflect on personal strengths, skills, and areas for development through regular journaling, highlighting learning from the work experience.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.alberta.ca>.

Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

EVALUATIONS:

This course is graded on a Credit / No Credit basis. To receive credit for BA2920, students must:

1. **Complete a minimum of 400 work hours** over the course of the term, verified by the employer.
2. **Achieve a minimum overall rating of 3 (Competent) on the Employer Evaluation Form.**
 - No individual section may be rated below 2 (Developing) unless improvement is clearly noted.
3. **Maintain professional conduct** throughout the placement, including punctuality, adherence to workplace policies, and appropriate communication.
4. **Limit absences** to no more than three days (critical/medical only), unless otherwise approved by both the instructor and employer.

Failure to meet any of these criteria may result in a grade of **No Credit**.

GRADING CRITERIA:

Alpha Grade	4-Point Equivalence	Percentage Conversion (unless otherwise specified in the Course Outline)	Descriptor
CR	N/A	50-100	Credit
NC	N/A	0-49	No Credit

COURSE SCHEDULE/TENTATIVE TIMELINE:

Date	Activity / Requirement
May 5, 2025	Co-op work term begins
May 5 – July 27, 2025	Students complete full-time paid employment (400 hours minimum over 12 weeks)
Throughout Term	Maintain professional conduct and attendance; communicate with instructor as needed
By July 27, 2025	Submit: <ul style="list-style-type: none"> • Signed Employer Evaluation Form • Verified Timesheet (400 hours minimum)
Ongoing	Monitor D2L for announcements and submission instructions

STUDENT RESPONSIBILITIES:

Students enrolled in BA2920 are expected to demonstrate professionalism and integrity throughout their work term. This includes:

- Maintaining regular attendance and punctuality during the co-op work placement
- Adhering to workplace policies and expectations

- Communicating promptly with the course instructor and employer in the event of any issues or absences
- Submitting all required documentation (e.g., timesheets, employer evaluations) by the deadlines

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.