

Department of Business and Office Administration

COURSE OUTLINE – Spring 2025

BA2920 (EC2): Co-Op I – Introduction to Cooperative Work Experience
2 (0-0-0) 30+ hours leadership development activities over 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

PHONE: 780-539-2815
E-MAIL:
APollock@nwpolytech.ca

OFFICE HOURS: by appointment

CALENDAR DESCRIPTION: 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.

*For this term only, third-year BBA students may complete Co-op I through alternative academic activities in place of the traditional 400-hour work term. This exception is designed to accommodate students replacing the Year 4 Capstone with a co-op experience. Participation in this version of the course includes mandatory components and is available by approval only.

PREREQUISITE(S): Completed a minimum of 97 credits toward the BBA and a cumulative GPA of 2.5.

COREQUISITE(S): BA3920

Register for online enrollment at <https://www.coursera.org/learn/indigenous-canada>. Information available in D2L.

DELIVERY MODE(S): This version of BA2920 is delivered as a combination of in-person and online activities.

LEARNING OUTCOMES:

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

- Demonstrate awareness of leadership principles applicable in professional settings
- Develop cultural competency and understanding of Indigenous histories and perspectives in Canada
- Reflect on personal learning and career readiness through structured, alternative co-op activities
- Show professionalism, time management, and accountability by completing non-traditional learning components

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 will be graded on a Pass/Fail basis. To receive a passing grade, students must:

- Attend the full 8-hour Leadership Skills workshop
- Complete the Indigenous Canada MOOC and submit proof of completion
- Meet all deadlines and submission requirements

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
May 1, 2025	Leadership Skills for Supervisors Workshop (8:00 AM – 4:30 PM)
May 2 – July 25, 2025	Indigenous Canada MOOC (Estimated 2 hours per week for 12 weeks)
By July 27, 2025	Submit notice of completion for Indigenous Canada MOOC to instructor

STUDENT RESPONSIBILITIES:

- Complete and submit all required registration and completion documents by the deadlines provided
- Actively engage in both components of the course
- Communicate promptly with the instructor if issues arise
- Understand that this is a one-time exception to the co-op structure and is not available in future terms

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.