

Department of Business and Office Administration

COURSE OUTLINE – Spring 2026

BA3920 (EC): Co-Op II – Intermediate 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 Ingraham

OFFICE: C416

OFFICE HOURS: by appointment

PHONE: 780-539-2846

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CALENDAR DESCRIPTION: The second course in the co-op series builds upon the skills and knowledge gained in Co-op I. In this paid, minimum 400-hour work term, students will take on more advanced responsibilities within their workplace, applying intermediate business strategies and engaging in projects that require critical thinking and problem-solving. Students participating in the co-op program must complete all three terms to fulfill the co-op requirement, with the work term monitored and evaluated by the employer.

PREREQUISITE(S): None

COREQUISITE(S): BA2920

REQUIRED MATERIALS:

None

DELIVERY MODE(S): Online seminar activities and 400 hours of work experience.

LEARNING OUTCOMES:

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

- Apply intermediate-level strategies related to marketing, accounting, human resources, and management to real business challenges, with a focus on operational improvement.
- Identify and apply ethical principles in decision-making processes within a business setting.

- Collaborate effectively in team settings to achieve business objectives, demonstrating leadership and initiative where appropriate.

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:

Completion of Hours	50%
Mid-Semester Check-In	12.5%
Self-Evaluation	12.5%
Performance Employer Report	25%

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:

The Co-op II work term runs from May 4 to August 20, 2026. During this period, students are expected to be actively engaged in their co-op placements, accumulating a minimum of 400 paid work hours over the 12 weeks. There are no on-campus requirements during this time unless otherwise specified by the instructor.

Important: It is the student's responsibility to ensure that they have secured approved employment by May 4, 2026, in order to meet course requirements and complete the work term successfully.

STUDENT RESPONSIBILITIES:

All students enrolled in BA3920 are expected to uphold the academic and professional standards outlined by Northwestern Polytechnic.



Students are responsible for:

- Securing an approved co-op placement by May 4, 2026.
- Completing a minimum of 400 work hours and maintaining professional conduct throughout the work term.
- Recording hours worked in NWP employment portal
- Adhering to all workplace policies and demonstrating punctuality, initiative, and ethical decision-making.
- Reporting any absences to both their workplace supervisor and course instructor immediately.
- Notifying course instructor of any changes to employment as soon as possible (change in supervisor, no longer work, etc.)
- Following the Student Rights and Responsibilities policy, available at: <https://www.nwpolytech.ca/about/administration/policies/index.html>

Failure to comply with these responsibilities may result in loss of credit for the course.

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.