

Department of Business and Office Administration

COURSE OUTLINE – Winter 2026

BA4920 (EC): Co-Op III – Advanced 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	PHONE:	(780)539-2846
OFFICE:	C416	E-MAIL:	aingraham@nwpolytech.ca
OFFICE HOURS:	Monday 1:00pm to 2:20pm, Thursday 11:30am to 1:00pm or by appointment		

CALENDAR DESCRIPTION: This final course in the co-op series provides students with the opportunity to consolidate their learning from Co-op I and II in a paid, minimum 400-hour work term. Students will be expected to take on leadership roles, contribute to strategic projects, and demonstrate a comprehensive understanding of business operations. Participation in the co-op program is optional, but all three sequential terms must be completed to satisfy the co-op pathway requirements. The work term is monitored and evaluated by the employer, focusing on the student's ability to apply advanced business concepts in a real-world setting.

PREREQUISITE(S): BA3920

REQUIRED MATERIALS: None

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

LEARNING OUTCOMES:

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

- Synthesize learning from core business functions such as marketing, HR, accounting, and finance, to address complex workplace challenges, particularly in the context of strategic planning and operational efficiency.
- Take on leadership roles in projects, demonstrating decision-making capabilities, project management, and strategic thinking.

- Design and propose strategic solutions that address business problems, with a particular focus on rural, northern, or Indigenous business contexts.
- Produce a detailed work term report or presentation that critically analyzes the co-op experience, incorporating strategic management theories, operational insights, and reflections on business practices.

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>.

**** For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

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

Grades for this course will be assigned as a percentage. The minimum passing grade is 50%.

COURSE SCHEDULE/TENTATIVE TIMELINE:

The Co-op II work term runs from January 6 to April 13, 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 January 6, 2026, in order to meet course requirements and complete the work term successfully.

STUDENT RESPONSIBILITIES:

All students enrolled in Co-op II are expected to uphold the academic and professional standards outlined by Northwestern Polytechnic.

Students are responsible for:

- Securing an approved co-op placement by January 6, 2026.

- Completing a minimum of 400 work hours and maintaining professional conduct throughout the work term.
- Completing the final work term report or presentation
- 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. 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.