

ACE-WIL BC/ YUKON: CO-OPERATIVE EDUCATION PROGRAM BASELINE 2020

	University Example A	University Example B
Primary Purpose	<ul style="list-style-type: none"> Support students' professional, academic, and career goals through meaningful experiential education that intentionally supports reflective practice in work-integrated opportunities wherein students mobilize knowledge between workplace and academic settings. 	<ul style="list-style-type: none"> Allow students the opportunity to take what they are learning from their academic studies, reflect on those in places of work, and vice versa; after the work experience, reflect on what they learned and how they can put it into their studies. Support deep reflection throughout multiple work experiences.
Primary Stakeholder(s)	<ul style="list-style-type: none"> Students. 	<ul style="list-style-type: none"> Employers, students, and the institution. Employers will benefit as a professional body because they will have better prepared students.
Institutional Context	<ul style="list-style-type: none"> Centralized co-op department; supporting internship and entrepreneurship with similar preparatory curriculum. 	<ul style="list-style-type: none"> Centralized co-op department. Supports co-op, co-op internship; entrepreneurial co-op, work experience program.
WIL Preparation Program/ Course	<ul style="list-style-type: none"> Two student preparation courses. Workshops for application documents and interviews that are highly interactive with insights from co-op employers/ alumni. After the workshops, students attend an individualized session with an advisor to ensure readiness. Effective intercultural communication is an optional course for co-curricular recognition. 	<ul style="list-style-type: none"> Introduction to professional practice course; based on a competency development (focus on 3-5 competencies when on internship) and learning about strengths, gaps, etc. Career workshops: 3 workshops for resume, interviews, and LinkedIn. Individual learning: professional development; career assessment tools, professional competency development, strengths, and gaps. Counselling and advising (group and individual) with Co-op coordinator. Student hosted information sessions; participation in a career panel. Career fairs.
Duration	<ul style="list-style-type: none"> First student preparation course duration is two weeks plus two-days online requiring ten to twelve hours to complete. Second student preparation course duration is one week plus two-days online requiring five to seven hours to complete. 	<ul style="list-style-type: none"> Eight to nine weeks; some courses are longer or shorter durations depending on program.
Integration	<ul style="list-style-type: none"> In the semester before the co-op job search, students complete the preparatory curriculum the first WIL preparatory course, the workshops and then attend their individualized advising session to finalize the resume. Students complete the first student preparation course after acceptance into the program. Students register for the second student preparation course after being placed. Multiple sessions of the two online preparatory courses are offered per semester. 	<ul style="list-style-type: none"> Centralized preparatory curriculum is offered to each Co-op program area and run independently.
Format	<ul style="list-style-type: none"> Blended; multiple modes of communication and delivery. Online learning community. Offered in a learning management system, Canvas with facilitated discussions. Advising is offered in person, on Skype, Zoom and by phone. Faculty and guests such as employer panels. Students can arrange a follow up meeting by email or phone call. 	<ul style="list-style-type: none"> Blended format, with readings, assignments, virtual sessions, meetings, review and reflection, online course materials, deadlines. Online facilitated dialogues in discussion forum. Zoom face-to face sessions. Guest speakers.
Mandatory/ Optional	<ul style="list-style-type: none"> Mandatory. 	<ul style="list-style-type: none"> Course is mandatory for Engineering, Business, other small programs. Must finish the preparatory course successfully to meet with coordinator (one-on-one session) to gain access to the job board and course completion is noted on transcript. Optional in Social Sciences and Humanities.
Educators	<ul style="list-style-type: none"> Course facilitators are the co-op Coordinator and/ or co-op advisor. 	<ul style="list-style-type: none"> Co-op coordinators.

	University Example C	College Example D
Primary Purpose	<ul style="list-style-type: none"> Allow students to make connections prior to graduation by obtaining experiences to put on their resume. Apply learning and explore options for careers. 	<ul style="list-style-type: none"> Provide resources to make a positive, lasting impression on prospective employers. Complement other curriculum offered in career programs to further develop specific competencies related to employment in student's field of study.
Primary Stakeholder(s)	<ul style="list-style-type: none"> Students. 	<ul style="list-style-type: none"> Any undergraduate and graduate students with English requirements.
Institutional Context	<ul style="list-style-type: none"> Centralized co-op department supports WIL. Experiential learning work opportunities are grant driven. Interested students fill out a co-op information brochure with advisor, which goes to their employer to review and sign. Students find employment opportunity and request start date based on their own needs. 	<ul style="list-style-type: none"> Centralized co-op and career development center. Supporting all types of WIL.
WIL Preparation Program/ Course	<ul style="list-style-type: none"> Workshops. Career development materials. Co-op information brochure. Working artist panels, industry events with portfolio reviews. Networking events (paying curators to attend). Creative career week. 	<ul style="list-style-type: none"> WIL student preparation course: Undergraduate employment preparation course, Graduate WIL preparatory courses are three courses. Three one-credit courses for post-degree diploma programs. These graduate-level WIL preparatory courses have same curriculum as the undergraduate courses except the third course is modified to include a job hub format including: spreadsheet, contacts, who students will be interviewing, and finding employment. Midterm exam is master resume organized into groups. Peer-to-peer application document support, career fairs, role plays, interviews in class, interviews one-on-one with grading, weekly morning mingle events with employers. Partnerships lead events of interest; leaders of tomorrow program. Sponsoring job shadow for a day with employers.
Duration	<ul style="list-style-type: none"> Lunch hour programming. 	<ul style="list-style-type: none"> Undergraduate course is full term; two hours instruction twice a week for thirteen weeks for fifty-six total instructional hours. Graduates have three courses, two hours a week for nine weeks.
Integration	<ul style="list-style-type: none"> Pre- COVID: Synchronous in person. During-COVID: Online. 	<ul style="list-style-type: none"> Courses are in the experiential learning programs offering co-op education option. Undergraduate student preparation course is a pre-requisite for co-op work experience.
Format	<ul style="list-style-type: none"> Workshops have to be online, until now, was synchronous. 	<ul style="list-style-type: none"> Combined lecture and seminar. Pre-Covid: offered in person through scheduled classes.
Mandatory/ Optional	<ul style="list-style-type: none"> Not mandatory. 	<ul style="list-style-type: none"> Mandatory.
Educators	<ul style="list-style-type: none"> Career office. WIL educators. 	<ul style="list-style-type: none"> Career instructors develop workshops. Twelve teaching faculty are co-op coordinators.

	University Example E	College Example F
Primary Purpose	<ul style="list-style-type: none"> Teach flexibility, critical thinking, comfort with the unknown, learning from mistakes, being adaptable, resiliency. 	<ul style="list-style-type: none"> Expand career relevant skills, insight, contacts, etc. through facilitated activities and workplace experience.
Primary Stakeholder(s)	<ul style="list-style-type: none"> Students. 	<ul style="list-style-type: none"> Students.
Institutional Context	<ul style="list-style-type: none"> Centralized/Decentralized: Co-op education department and decentralized experiential learning programs supporting one or more WIL types. 	<ul style="list-style-type: none"> Centralized department offering co-op, work experience and internship support with same WIL preparatory curriculum in a course format (reduced set of activities for internship and work experience). Centralized WIL department offers co-op, work experience, and internship. WIL preparatory curriculum adapted from co-op.
WIL Preparation Program/ Course	<ul style="list-style-type: none"> Career Readiness preparatory course is 1 academic credit. 	<ul style="list-style-type: none"> Workplace education preparation is the pre-requisite seven-week course including online self-study materials and quizzes, interactive workshop.
Duration	<ul style="list-style-type: none"> Intersessional format with four sections in six-week intervals, two in the first three weeks, two in the last three weeks (maximum 35 students per course). 	<ul style="list-style-type: none"> Seven weeks with one-hour tutorials plus assignments; two hours of virtual classroom each week.
Integration	<ul style="list-style-type: none"> Access to Co-op jobs begins after successful completion of preparatory course. 	<ul style="list-style-type: none"> Some academic programs directly schedule a mandatory career preparation class into the first or second semester of their programs. Some academic programs permit optional/elective career preparation courses to be available each semester and students determine when they enrol.
Format	<ul style="list-style-type: none"> Online, asynchronous, one session per week is synchronous. Classroom lectures; class discussions; online forums; preparing application documents; mock interviews; class activities such as role playing, feedback and case studies. 	<ul style="list-style-type: none"> Flipped classroom pedagogical approach. Pre-COVID: blended asynchronous online plus in-class synchronous. Eight online tutorials with assignments: six in-class sessions, two with guests where one is an alumni (Q & A session), and one is networking and mock interview session. During COVID: blended asynchronous online plus remote-class synchronous. Seven online tutorials with assignments, seven remote classroom sessions, two with guests where one is an alumni (Q & A session), and one is a networking and mock interview session.
Mandatory/ Optional	<ul style="list-style-type: none"> Mandatory. 	<ul style="list-style-type: none"> Course is mandatory in some programs, optional in others. Course is mandatory for anyone wanting to participate in a WIL experience.
Educators	<ul style="list-style-type: none"> Faculty Co-op Instructors (located within discipline-specific program). Course Developer. 	<ul style="list-style-type: none"> Faculty primarily within the co-op and career department. Employment facilitators offer resume support and work term search support. Employment assistant supports resume submissions and interviews. Co-op/ internship coordinator assesses expectations and learning plans.

	Institute Example G	College Example H
Primary Purpose	<ul style="list-style-type: none"> Provide hands-on component, build, and make use of content from program to workplace. 	<ul style="list-style-type: none"> Serve co-op students, student employment on-campus, and WIL student preparation workshops for trades and vocational programs, graduate students, and alumni.
Primary Stakeholder(s)	<ul style="list-style-type: none"> Employer, student, professional body, and the program itself. 	<ul style="list-style-type: none"> Co-op students and vocational students: separate audiences with similar content modified for specific needs. 40% of students are International
Institutional Context	<ul style="list-style-type: none"> Centralized. Supporting all co-op experiences in trades, technology, and interior design. Job posting portal and short term paid work experiences in field of study not attached to co-op. 	<ul style="list-style-type: none"> Centralized co-op department supports students, student employment on campus and WIL preparatory workshops for trades and vocational programs, graduate students, alumni.
WIL Preparation Program/ Course	<ul style="list-style-type: none"> Co-op student online preparation course. Assignments depend on program. Workshops, one-on-one with coordinators. Invite guests from industry and senior students in seminars/workshops. Asynchronous components (e.g. web pages with resources to read) is in addition to online course. 	<ul style="list-style-type: none"> Co-op preparatory curriculum is offered on a one-to-one coaching basis. Vocational workshops available for all students. Employer on campus events; business expo; panel event; employer information sessions. Program tailored to international students. No WIL preparatory assessment. Reflective practices are not formalized, as needed only.
Duration	<ul style="list-style-type: none"> Pre-COVID: 2 hour face-to-face workshops. During COVD: 1 hour online workshop. Six mandatory workshops: six hours, one hour per topic 	<ul style="list-style-type: none"> Co-op initial appointment is twenty to sixty minutes, subsequent appointments available without limit, sixty minutes each.
Integration	<ul style="list-style-type: none"> Students start on resumes, cover letters, job seeking within a month of being accepted into co-op. Some programs have acceptance in May with summer break so do not start seeking until September. Some students are accepted in December, start seeking in January. Each program modifies the content with resources online. Co-op is optional, additive curricular credit. 	<ul style="list-style-type: none"> Before fall semester is preparation for students to get ready to apply for a winter positions. Plan with employers and run virtual interviews. Advising for one mandatory initial co-op session, then goes in as-needed basis for individualized coaching.
Format	<ul style="list-style-type: none"> Preparatory content is online and asynchronous, no facilitation with online delivery. Workshops are online and synchronous. 	<ul style="list-style-type: none"> Synchronous. Employer events; business expo; panel events (virtual). Employer information sessions (via online breakout rooms).
Mandatory/ Optional	<ul style="list-style-type: none"> Mandatory. 	<ul style="list-style-type: none"> Mandatory: initial co-op session to review resume, cover letter and roles.
Educators	<ul style="list-style-type: none"> Co-op coordinators. 	<ul style="list-style-type: none"> Co-op coordinator. Indigenous staff in student services .

	University Example I	University Example J
Primary Purpose	<ul style="list-style-type: none"> Find co-op placements for students to alternate co-op program and co-op placements to get a co-op designation on their transcripts. 	<ul style="list-style-type: none"> Support career and job readiness upon completion of the program.
Primary Stakeholder(s)	<ul style="list-style-type: none"> Students. 	<ul style="list-style-type: none"> Arts and Science students.
Institutional Context	<ul style="list-style-type: none"> Centralized co-op department. 	<ul style="list-style-type: none"> Centralized/decentralized Co-op program. Co-op also support work-study, experiential learning in/out of classroom, career readiness training, workshops.
WIL Preparation Program/ Course	<ul style="list-style-type: none"> Co-op information sessions; meetings in office. WIL preparatory workshops, not for academic credit, students receive pass/ fail grade. Mock interviews. 	<ul style="list-style-type: none"> Employment skills training course that is assessed for specific competencies, not for credit. Can use co-op experience to meet interpersonal and cultural and civic engagement requirements. Depending on placement, can use co-op to meet degree requirements.
Duration	<ul style="list-style-type: none"> Twenty-minute presentations on topics (4). 	<ul style="list-style-type: none"> Three-day workshop, eight hours a day or four workshops at four hours each.
Integration	<ul style="list-style-type: none"> Students much attend four workshops for work term eligibility. 	<ul style="list-style-type: none"> Sign up for and complete the mandatory course. Advisory meeting: after successful completion of course, meet with Co-op coordinator; candidates granted co-op student status if successful.
Format	<ul style="list-style-type: none"> Synchronous. Online workshops with videos. Mock Interviews in Zoom. 	<ul style="list-style-type: none"> Asynchronous course that is self-directed, students can view resources through website.
Mandatory/ Optional	<ul style="list-style-type: none"> Mandatory. 	<ul style="list-style-type: none"> Mandatory.
Educators	<ul style="list-style-type: none"> Co-op Coordinator. 	<ul style="list-style-type: none"> Co-op Coordinator.

	University Example K	University Example L
Primary Purpose	<ul style="list-style-type: none"> Support degree related work experience that relates to majors and career goals. Have the chance to test out theories and knowledge and put to them to test in a workplace environment. 	<ul style="list-style-type: none"> Expand student horizons, big themes around opening their world, career resiliency, career management. Develop real world employability skills; take theoretical learning in the classroom and applying it in a real-world situation with partner in the community and instill civic goals in the learner as a connection to community. Connect community and institution.
Primary Stakeholder(s)	<ul style="list-style-type: none"> Undergraduate Arts students. 	<ul style="list-style-type: none"> Students, co-op and non-co-op students.
Institutional Context	<ul style="list-style-type: none"> Decentralized co-op programs, programs use own curriculum. 	<ul style="list-style-type: none"> Centralized co-op and career center that supports experiential learning programming including programming for accessibility and to expand volunteerism and service learning.
WIL Preparation Program/ Course	<ul style="list-style-type: none"> First Search Term: WIL preparatory modules; co-op hub, online student guide; attend conferences; workplace success modules in Canvas; one-to-one advising sessions, mock interviews, work term planning sessions. Conference series: two full days in winter and spring semesters as part of first search term with speakers, interactive workshops, networking. Second search term: learning portfolio, update job search documents, new LinkedIn profile, applications, and activities. Third search term: skills and documents; activities; advising with coordinator. 	<ul style="list-style-type: none"> Co-op and Career management course: a one-credit additive course.
Duration	<ul style="list-style-type: none"> Preparatory modules are two hours. Conferences are each two full days. 	<ul style="list-style-type: none"> Thirteen-week course, one hour twenty minutes each week.
Integration	<ul style="list-style-type: none"> All WIL preparatory requirements need to be complete to receive pre-employment completion certificate, not for academic credit, co-curricular recognition. Advising appointments as needed for work term planning session with coordinator, application reviews, mock interviews. 	<ul style="list-style-type: none"> Students registered in a co-op program are required to participate in co-op course prior to the co-op work term.
Format	<ul style="list-style-type: none"> Pre-COVID: synchronous conferences. During COVID: online synchronous conferences, online courses. 	<ul style="list-style-type: none"> Synchronous. Includes face to face in class instruction/ lecture based, panel discussions, online learning, projects, and capstone project. During COVID, course is online, lots of examples, breakout rooms, specific tasks, hybrid-some recorded some live lectures.
Mandatory/ Optional	<ul style="list-style-type: none"> Mandatory. Mandatory completion of Eportfolio. 	<ul style="list-style-type: none"> Mandatory.
Educators	<ul style="list-style-type: none"> Undergrad student engagement team: Co-op coordinators for conferences, program assistant, search term coordinator, student advisor. 	<ul style="list-style-type: none"> Experiential learning coordinator works with elective options. Faculty within the experiential learning department. Indigenous experiential learning coordinator.