Instructors:

Jennie Nilsson, Co-op Coordinator - Economics, Political Sciences, Psychology
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Helen Kobrč, Co-op Coordinator - Anthropology, Enviro. Studies, Geography, Rest. of Natural Systems, Sociology
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Book appointments through learninginmotion.uvic.ca. We are available to meet virtually as our office is closed at this time.

This course is exclusive to co-op and work experience students and aims to set you up for success in your job search, your workplace experiences, and your overall career development. Students must complete IPP before starting co-op terms.

**Course goals**

Upon completion of this course, students will be able to:

- Locate and use work search and career resources within the Co-op & Career Services website
- Understand competencies as a way to achieve career success
- Produce a targeted résumé and cover letter
- Prepare for interviews in order to answer questions strategically
- Present themselves professionally across mediums (ie in person or online)
- Understand the co-op learning model, job search process and co-op work term requirements

**Course Format**

Completing the Introduction to Professional Practice (IPP) curriculum is achieved by working through the content provided through Brightspace, UVic’s learning management system, participating in the live ZOOM sessions, and completing all assignments/activities by the deadlines.

**Course requirements**

To complete this course, students are required to:

- Review the relevant Brightspace material PRIOR to attending the live ZOOM sessions.
- Participate in all the Brightspace discussion forums as laid out in the curriculum (about 4 discussions)
- Attend and participate in one Zoom session each week they are offered (see schedule below)
- Submit your Terms & Conditions by Oct 5.
- Participate in the Peer Review assignment, which includes preparing a cover letter & resume, as well as providing feedback to another student’s documents (we will coordinate this.)
- Apply to the mock job posting with a customized resume and cover letter by Oct29, 10am via the Portal
- Coordinate and participate in a mock interview by November 20 (instructions in Brightspace)
- Complete and submit a reflective analysis on your mock employer engagement by November 30.
## ZOOM Session Schedule (attend ONE Session per week) – ALL times are PACIFIC STANDARD TIME

<table>
<thead>
<tr>
<th>IPP UNIT</th>
<th>Tuesday</th>
<th>Wednesday AM</th>
<th>Wednesday PM</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Intro to Cooperative Education &amp; IPP</td>
<td>Sept 29 2:30pm–3:30pm</td>
<td>Sept 30 10:30am-11:30am</td>
<td>Sept 30 3:30-4:30pm</td>
<td>Oct 1 11:30-12:30pm</td>
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<tr>
<td>#2 What skills do I have, where do I want to work and how can I get there?</td>
<td>Oct 6 2:30pm–3:30pm</td>
<td>Oct 7 10:30am-11:30am</td>
<td>Oct 7 3:30-4:30pm</td>
<td>Oct 8 11:30-12:30pm</td>
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<tr>
<td>#3 Cover letters &amp; Resumes</td>
<td>Oct 20 2:30pm–3:30pm</td>
<td>Oct 21 10:30am-11:30am</td>
<td>Oct 21 3:30-4:30pm</td>
<td>Oct 22 11:30-12:30pm</td>
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<tr>
<td>#4 Interviews</td>
<td>Nov 3 2:30pm–3:30pm</td>
<td>Nov 4 10:30am-11:30am</td>
<td>Nov 4 3:30-4:30pm</td>
<td>Nov 5 11:30-12:30pm</td>
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<td>#5 Coop work term preparedness *Guest speakers</td>
<td>Nov 24 2:30pm–3:30pm</td>
<td>Nov 25 10:30am-11:30am</td>
<td>Nov 25 3:30-4:30pm</td>
<td>Nov 26 11:30-12:30pm</td>
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<tr>
<td>#6 Professionalism in the Workplace and your Career</td>
<td>Nov 30 2:30pm–3:30pm</td>
<td>Dec 1 10:30am-11:30am</td>
<td>Dec 1 3:30-4:30pm</td>
<td>Dec 2 11:30-12:30pm</td>
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