

**COURSE NUMBER:** WT1760

**COURSE TITLE:** Work Term I

**COURSE DESCRIPTION:**

For most learners, this work term represents their first experience in a telecommunications engineering environment and therefore presents them with their first opportunity to evaluate their career choice. This work term follows the successful completion of Semester 5 in the Telecommunications Engineering Technology (Co-op) Program. Learners are expected to learn, develop and demonstrate the high standards of behavior and performance normally expected in the work environment. Learners will be evaluated by their employer and submit a work term report to the Co-op Office. This work term must be program relevant, a minimum of 12 weeks in duration, a normal work week of at least 35 hours, remunerated (paid) and evaluated.

**PREREQUISITES:** Eligibility according to Co-op regulations in current College calendar

**CO-REQUISITES:** None

**CREDIT VALUE:** Five (5)

**COURSE HOURS PER WEEK:** Zero (0)

**LAB HOURS PER WEEK:** Zero (0)

**SUGGESTED TEXT:** To be determined by instructor

**LEARNING RESOURCES:** To be determined by instructor

**LEARNING OBJECTIVES:**

The expected learning outcome is that the learner will be able to:

- 1.0 Participate in productive work in an area related to the program of study
- 2.0 Apply theory to practical work situations
- 3.0 Demonstrate attributes conducive to effective interpersonal relationships in the work force
- 4.0 Demonstrate appropriate and effective work habits
- 5.0 Evaluate career choices in the world of work
- 6.0 Identify realistic career expectations
- 7.0 Set and meet objectives relating to employment
- 8.0 Develop professionally and personally throughout the co-op work term experience

- 9.0 Display a professional commitment to ethical practice on a daily basis
- 10.0 Prioritize time effectively to meet the needs of the organization, family, and self
- 11.0 Demonstrate teamwork through cooperative in-group activities
- 12.0 Conduct a successful and extensive personal job search
- 13.0 Employ technical writing skills through the preparation and submission of a work-term report

## **EVALUATION:**

Performance:	50%
Work Report:	50%

### **Performance:**

Performance is assessed by a Student Development Officer (Co-op) using the following input:

- 1.0 Employer performance evaluation form obtained from the learner's supervisor.
- 2.0 Completion and timely receipt of all documentation required by the Student Development Officer (Co-op).
- 3.0 Assessment of learner's on-site interview during the term.
- 4.0 Other factors deemed by the Student Development Officer (Co-op) to be relevant to performance may also be considered.

### **Report:**

The Work Report is evaluated by a faculty member using the Technical Report Evaluation provided by the Student Development Officer (Co-op) and based on the following general criteria:

- 1.0 Organization and Structure
- 2.0 Content
- 3.0 Presentation

Learners will be expected to select, complete and submit their report in adherence with the deadlines established by the Cooperative Education Office. The learner is required to submit a technical analytical report on a particular topic, it must be identified using the appropriate form, submitted by the deadline date and approved by the program Instructional Coordinator. The learner is expected to keep a daily journal of their work experience and formulate a weekly reflection that clearly identifies a relationship between the program and the workplace. All report submissions must make use of the latest word processing, computer aided drafting and image formatting software and must conform to standard technical report conventions and structure as identified in the program's communication skills stream of courses.

### **General**

An overall average of 60% with a grade of 50% in each component is required for successful completion of this course.

**DATE DEVELOPED:** March 2012

**DATE REVIEWED:**

**REVISION NUMBER:**

**DATE REVISED:**

*Note to instructor: Check PIRS to ensure this outline is the most current version.*

## Diploma in Engineering Technology (Co-Op)

### Technical Report Evaluation for Work Term # \_\_\_\_\_

<b>Title of Report:</b> _____										
<b>Learner (Author):</b> _____										
COMPONENT ASSESSED	QUALITY OF WORK						N/A	FACTOR	POINTS AWARDED	MAX. POINTS
	Unsatisfactory	Poor	Fair	Acceptable	Good	Excellent				
	0	1	2	3	4	5				
<b>ORGANIZATION/STRUCTURE</b>										
Cover/Binding								1		5
Letter of Transmittal								1		5
Title Page								1		5
Summary								3		15
Table of Contents								1		5
List of Illustrations								1		5
Acknowledgements								1		5
References (in text and reference list)								2		10
Appendices								3		15
										(70)
<b>CONTENT</b>										
Introduction								4		20
Discussion/Analysis								10		50
Conclusions								2		10
Recommendations								2		10
										(90)
<b>PRESENTATION</b>										
Grammar (spelling, punctuation, etc.)								2		10
Sentence Structure								2		10
Clarity (conciseness, word usage)								2		10
Illustrations								1		5
Neatness								1		5
										(40)
<b>TOTALS</b>										<b>(200)</b>

**GRADE** = TOTAL POINTS AWARDED / TOTAL MAX. POINTS =     /     =     x 100% =     %

GRADED BY: \_\_\_\_\_

DATE: \_\_\_\_\_