

FOR APPROVAL

PUBLIC

OPEN SESSION

TO: UTSC Academic Affairs Committee

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DATE: April 30, 2025 for May 7, 2025

AGENDA ITEM: 6

ITEM IDENTIFICATION:

Minor Modifications: Undergraduate Curriculum Changes, Arts and Science Co-op Omnibus Package, UTSC (For Approval)

JURISDICTIONAL INFORMATION:

The UTSC Academic Affairs Committee (AAC) “is concerned with matters affecting the teaching, learning and research functions of the Campus (AAC *Terms of Reference*, section 4).” Under section 5.6 of its *Terms of Reference*, the AAC is responsible for approval of “major and minor modifications to existing degree programs.”

The AAC has responsibility for the approval of major and minor modifications to existing programs as defined by the [University of Toronto Quality Assurance Process](#) (UTQAP, Section 3.1 and 3.3).

GOVERNANCE PATH:

1. UTSC Academic Affairs Committee [For Approval] (May 7, 2025)

PREVIOUS ACTION TAKEN:

No previous action in governance has been taken on this item.

HIGHLIGHTS:

This package contains minor modifications to the undergraduate curriculum submitted by the UTSC Arts and Science Co-op Office. These changes require governance approval. Minor modifications are defined as adjustments that do not substantially alter program or course learning outcomes but may involve modest changes to the structure of a program or course. Upon approval, these updates will be implemented for the 2025-2026 academic year.

Summary of Co-op Program Updates:

The Arts & Science Co-op Office is proposing several changes to its Arts co-op programs and Science co-op programs to enhance the student experience and ensure compliance with key industry standards. The key changes include:

- **Updating Enrolment Requirements:** The language of enrolment requirements will be revised to better inform prospective students that admissions to co-op programs is competitive and not guaranteed. Requirements and CGPA cut-offs will vary annually based on the applicant pool and space availability.
- **Increasing Required Work Terms for Arts Co-op Programs:** The minimum number of required work terms for Arts co-op programs will increase from 2 to 3 to meet the CEWIL Canada (Co-operative Education and Work Integrated Learning) accreditation standards. In addition, the minimum number of credits required for eligibility for the first work term will be reduced from 9.0 to 7.0, allowing students to complete three work terms within four years.
- **Streamlining Course Codes for Co-op Preparation Courses:** The course codes for co-op preparation and work term courses will be streamlined. Each discipline (Arts, Science, and Computer and Mathematical Sciences) will have a pair of co-op preparation courses: COPB54H3 and COPB55H3 for Science, COPB56H3 and COPB57H3 for Computer and Mathematical Sciences (CMS), and COPB58H3 and COPB59H3 for Arts)
- **Streamlining Course Codes for Co-op Work Term Courses:** Five general work term codes (COPC01H3, COPC02H3, and COPC03H3 as required courses, with COPC04H3 and COPC05H3 available by permission) will replace the existing nine department-specific codes.

These changes reflect the campus's ongoing commitment to providing a high-quality U of T Scarborough Arts & Science Co-op program. These updates aim to support program growth, align with strategic enrolment goals, simplify course progression, enable student self-enrollment in courses, and improve transcript clarity. More details are available in the attached reports for Arts, Science, and CMS.

The following programs and courses are impacted by this change:

58 Arts and Science Co-op Programs

- **Arts Programs**
 - MAJOR (CO-OPERATIVE) PROGRAM IN CITY STUDIES (ARTS) - SCMAJCITC
 - MAJOR (CO-OPERATIVE) PROGRAM IN ENGLISH (ARTS) - SCMAJ1645C
 - MAJOR (CO-OPERATIVE) PROGRAM IN FRENCH (ARTS) - SCMAJ2156C
 - MAJOR (CO-OPERATIVE) PROGRAM IN HEALTH STUDIES - HEALTH POLICY (ARTS) - SCMAJ2085J

- MAJOR (CO-OPERATIVE) PROGRAM IN HISTORY (ARTS) - SCMAJ0652C
- MAJOR (CO-OPERATIVE) PROGRAM IN LINGUISTICS (ARTS) - SCMAJ0506C
- MAJOR (CO-OPERATIVE) PROGRAM IN PHILOSOPHY (ARTS) - SCMAJ0231C
- MAJOR (CO-OPERATIVE) PROGRAM IN PUBLIC POLICY (ARTS) - SCMAJPUBPC
- MAJOR (CO-OPERATIVE) PROGRAM IN WOMEN'S AND GENDER STUDIES (ARTS) - SCMAJ0571C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN ENGLISH (ARTS) - SCSPE1645C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN FRENCH (ARTS) - SCSPE2156C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN HISTORY (ARTS) - SCSPE0652C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN LINGUISTICS (ARTS) - SCSPE0506C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN PHILOSOPHY (ARTS) - SCSPE0231C
- **Computer and Mathematical Sciences Programs**
 - MAJOR (CO-OPERATIVE) PROGRAM IN COMPUTER SCIENCE (SCIENCE) - SCMAJ1688C
 - MAJOR (CO-OPERATIVE) PROGRAM IN MATHEMATICS (SCIENCE) - SCMAJ1165C
 - SPECIALIST (CO-OPERATIVE) PROGRAM IN COMPUTER SCIENCE - Comprehensive Stream (SCIENCE) - SCSPE0510C
 - SPECIALIST (CO-OPERATIVE) PROGRAM IN COMPUTER SCIENCE - Entrepreneurship Stream (SCIENCE) - SCSPE0805C
 - SPECIALIST (CO-OPERATIVE) PROGRAM IN COMPUTER SCIENCE - Information Systems Stream (SCIENCE) - SCSPE0455C
 - SPECIALIST (CO-OPERATIVE) PROGRAM IN COMPUTER SCIENCE - Software Engineering Stream (SCIENCE) - SCSPE0795C
 - SPECIALIST (CO-OPERATIVE) PROGRAM IN MATHEMATICS - Comprehensive Stream (SCIENCE) - SCSPE1165U
 - SPECIALIST (CO-OPERATIVE) PROGRAM IN MATHEMATICS - Statistics Stream (SCIENCE) - SCSPE11655M
 - SPECIALIST (CO-OPERATIVE) PROGRAM IN MATHEMATICS - Teaching Stream (SCIENCE) - SCSPE1166T
 - SPECIALIST (CO-OPERATIVE) PROGRAM IN STATISTICS - Quantitative Finance Stream (SCIENCE) - SCSPE2299T
 - SPECIALIST (CO-OPERATIVE) PROGRAM IN STATISTICS - Statistical Machine Learning and Data Science Stream (SCIENCE) - SCSPE2289Y
 - SPECIALIST (CO-OPERATIVE) PROGRAM IN STATISTICS - Statistical Science Stream (SCIENCE) - SCSPE2279Y
- **Science Programs**
 - MAJOR (CO-OPERATIVE) PROGRAM IN BIOCHEMISTRY (SCIENCE) - SCMAJ1762C
 - MAJOR (CO-OPERATIVE) PROGRAM IN BIOLOGY (SCIENCE) - SCMAJ1030M
 - MAJOR (CO-OPERATIVE) PROGRAM IN CHEMISTRY (SCIENCE) - SCMAJ1376C
 - MAJOR (CO-OPERATIVE) PROGRAM IN CONSERVATION AND BIODIVERSITY (SCIENCE) - SCMAJ1150C

- MAJOR (CO-OPERATIVE) PROGRAM IN ENVIRONMENTAL CHEMISTRY (SCIENCE) - SCMAJ0361C
- MAJOR (CO-OPERATIVE) PROGRAM IN ENVIRONMENTAL SCIENCE (SCIENCE) - SCMAJ1076A
- MAJOR (CO-OPERATIVE) PROGRAM IN EVOLUTIONARY ANTHROPOLOGY (SCIENCE) - SCMAJ1780M
- MAJOR (CO-OPERATIVE) PROGRAM IN HEALTH STUDIES - POPULATION HEALTH (SCIENCE) - SCMAJ2085K
- MAJOR (CO-OPERATIVE) PROGRAM IN HUMAN BIOLOGY (SCIENCE) - SCMAJ0215C
- MAJOR (CO-OPERATIVE) PROGRAM IN MENTAL HEALTH STUDIES (SCIENCE) - SCMAJ1160N
- MAJOR (CO-OPERATIVE) PROGRAM IN MOLECULAR BIOLOGY, IMMUNOLOGY AND DISEASE (SCIENCE) - SCMAJ0220C
- MAJOR (CO-OPERATIVE) PROGRAM IN NEUROSCIENCE (SCIENCE) - SCMAJ1472C
- MAJOR (CO-OPERATIVE) PROGRAM IN PLANT BIOLOGY (SCIENCE) - SCMAJ1060C
- MAJOR (CO-OPERATIVE) PROGRAM IN PSYCHOLOGY (SCIENCE) - SCMAJ1160C
- MAJOR (CO-OPERATIVE) PROGRAM IN STATISTICS (SCIENCE) - SCMAJ2289C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN CHEMISTRY (SCIENCE) - SCSPE1376C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN CONSERVATION AND BIODIVERSITY (SCIENCE) - SCSPE1150C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN ENVIRONMENTAL CHEMISTRY (SCIENCE) - SCSPE0361C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN ENVIRONMENTAL GEOSCIENCE (SCIENCE) - SCSPE0350D
- SPECIALIST (CO-OPERATIVE) PROGRAM IN ENVIRONMENTAL PHYSICS (SCIENCE) - SCSPE1076C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN EVOLUTIONARY ANTHROPOLOGY (SCIENCE) - SCSPE1780M
- SPECIALIST (CO-OPERATIVE) PROGRAM IN GLOBAL ENVIRONMENTAL CHANGE (SCIENCE) - SCSPE0371C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN HUMAN BIOLOGY (SCIENCE) - SCSPE0215C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN INTEGRATIVE BIOLOGY (SCIENCE) - SCSPE1030M
- SPECIALIST (CO-OPERATIVE) PROGRAM IN MEDICINAL AND BIOLOGICAL CHEMISTRY (SCIENCE) - SCSPE1995C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN MENTAL HEALTH STUDIES (SCIENCE) - SCSPE1160N
- SPECIALIST (CO-OPERATIVE) PROGRAM IN MOLECULAR BIOLOGY AND BIOTECHNOLOGY (SCIENCE) - SCSPE1203C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN NEUROSCIENCE - Cellular/Molecular Stream (SCIENCE) - SCSPE1272C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN NEUROSCIENCE - Cognitive Stream (SCIENCE) - SCSPE1172C

- SPECIALIST (CO-OPERATIVE) PROGRAM IN NEUROSCIENCE - Systems/Behavioural Stream (SCIENCE) - SCSPE1372C
- SPECIALIST (CO-OPERATIVE) PROGRAM IN PSYCHOLINGUISTICS (SCIENCE) - SCSPEPLINC
- SPECIALIST (CO-OPERATIVE) PROGRAM IN PSYCHOLOGY (SCIENCE) - SCSPE1160A
- **8 New Courses:**
 - COPB54H3: Becoming Job Search Ready: Science Co-op
 - COPB55H3: Finding Your First Work Term and Getting Workplace Ready: Science Co-op
 - COPB56H3: Becoming Job Search Ready: CMS Co-op
 - COPB57H3: Finding Your First Work Term and Getting Workplace Ready: CMS Co-op
 - COPB58H3: Becoming Job Search Ready: Arts Co-op
 - COPB59H3: Finding Your First Work Term and Getting Workplace Ready: Arts Co-op
 - COPC02H3: Arts and Science Co-op Work Term 2
 - COPC04H3: Additional Arts and Science Co-op Work Term - Work Term 4
- **3 Course Modifications:**
 - COPC01H3: Arts and Science Co-op Work Term 1
 - COPC03H3: Arts and Science Co-op Work Term 3
 - COPC05H3: Additional Arts and Science Co-op Work Term – Work Term 5
- **8 Course Retirements:**
 - COPB51H3: Preparing to Compete for your Work Term
 - COPB52H3: Managing your Job Search and Transition to the Workplace
 - COPC13H3: Co-op Work Term for Social Sciences
 - COPC14H3: Co-op Work Term for Neuroscience
 - COPC20H3: Co-op Work Term for Humanities
 - COPC21H3: Co-op Work Term for Sciences
 - COPC30H3: Co-op Work Term for Biological Sciences
 - COPC40H3: Co-op Work Term for Psychological and Health Sciences

FINANCIAL IMPLICATIONS:

There are no significant financial implications to the campus operating budget.

RECOMMENDATION:

Be It Resolved,

THAT the proposed Arts and Science Co-op Office undergraduate curriculum changes for the 2025-26 academic year, as detailed in the respective curriculum report, be approved, effective September 1, 2025.

DOCUMENTATION PROVIDED:

1. Report - Undergraduate Minor Curriculum Modifications for Arts and Science Co-op: Omnibus Package for Approval



University of Toronto Scarborough

2025-26 Curriculum Cycle

Undergraduate Minor Curriculum Modifications for Arts and Science Co-op: Omnibus Package for Approval

May 7, 2025

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Arts Co-op Program Changes

Current	Proposed
<p>Enrolment Requirements: <i>[Academic enrolment requirements]</i></p> <p><i>Current Co-op Students:</i> Students admitted to a Co-op Degree POST in their first year of study must request a Co-op Subject POST on ACORN upon completion of 4.0 credits and must meet the minimum qualifications for entry as noted above.</p> <p><i>Prospective Co-op Students:</i> Prospective Co-op students (i.e., those not yet admitted to a Co-op Degree POST) must submit a program request on ACORN, and meet the minimum qualifications noted above. Deadlines follow the Limited Enrolment Program Application Deadlines set by the Office of the Registrar each year. Failure to submit the program request on ACORN will result in that student's application not being considered.</p>	<p>Enrolment Requirements <i>[Remain unchanged]</i></p> <p>Note: Co-op students who started in Co-op prior to Fall 2025 are allowed to follow the calendar requirements in effect at that time.</p> <p>Prospective Co-op Students Students who have not yet been admitted into a Co-op Degree POST must submit a co-op program request through ACORN and ensure they meet the minimum enrolment requirements as noted above. These qualifications may include a higher CGPA specific to the co-op program. Deadlines follow the Limited Enrolment Program Application Deadlines set by the Office of the Registrar each year. Failure to submit the program request on ACORN will result in the student's application/request not being considered. Please note that meeting the minimum qualifications does not guarantee enrolment in the Co-op Program of Study or Degree POST. The required CGPA may be higher than the minimum threshold and depends on the applicant pool and number of spaces available.</p> <p>Minimum Qualifications for Prospective Co-op Students: Credits: Minimum of 4.0 credits to a maximum of</p>

	<p>10.0 credits</p> <p>Required Courses: As noted in the Enrolment Requirements above</p> <p>Cumulative GPA: 2.50</p> <p>Current Co-op Students Students admitted to a Co-op Degree POST must also request a Co-op Program of Study through ACORN upon completion of 4.0 credits and meet the minimum qualifications for entry as noted below.</p> <p>Minimum Qualifications for Current Co-op Students: Credits: 4.0 credits Required Courses: Program-specific courses described in the Enrolment Requirements above Cumulative GPA: 2.50 across all attempted courses</p>
<p>Co-op Work Term Requirements Students must satisfactorily complete two Co-op work terms, each of four-months duration. To be eligible for their first work term, students must be enrolled in the <i>[Co-op Program Title]</i> and have completed at least 9.0 credits, including <i>[Academic courses listed here]</i>. In addition to their academic program requirements, Co-op students complete up to four Co-op specific courses. These courses are designed to prepare students for their job search and work term experience, and to maximize the benefits of their Co-op work terms. They cover a variety of topics intended to assist students in developing the skills and tools required to secure work terms that are appropriate to their</p>	<p>Planning Your Co-op Work Terms & Academics Enrollment in a Co-op program requires careful planning of both academics and work terms. Students should consult their Co-op Program Coordinator and Academic Program Advisors, as well as review the standard co-op sequences and course maps available on the Arts & Science Co-op website and Arts and Science Co-op Compass for guidance.</p> <p>Academic Program Requirements <i>[Remain unchanged]</i></p> <p>Co-op Work Term Requirements Students must successfully complete three Co-op work</p>

program of study, and to perform professionally in the workplace. These courses must be completed in sequence and are taken in addition to a full course load. They are recorded on transcripts as credit/no credit (CR/NCR) and are considered to be additive credit to the 20.0 required degree credits. No additional course fee is assessed as registration is included in the Co-op Program fee.

Co-op Preparation Course Requirements:

1. COPB50H3/(COPD01H3) – Foundations for Success in Arts & Science Co-op
 - Students entering Co-op from outside of UTSC (high school or other postsecondary) will complete this course in Fall, Winter or Summer of their first year at UTSC.
 - Current UTSC students entering Co-op in April/May will complete this course in the Summer semester.
 - Current UTSC students entering Co-op in July/August will complete this course in the Winter semester.
2. COPB51H3/(COPD03H3) – Preparing to Compete for your Work Term
3. COPB52H3/(COPD11H3) – Managing your Job Search and Transition to the Workplace
 - This course will be completed four months in advance of the first work scheduled work term.
4. COPC98H3/(COPD12H3) – Integrating Your Work Term Experience Part I
 - This course will be completed four months in advance of

terms, totaling 12 months in duration, which can be fulfilled through the following options:

- Three 4-month work terms, *or*
- One 4-month work term and one 8-month work term, *or*
- One 12-month work term.

Students must be available for work terms during the Fall, Winter, and Summer semesters, and are required to complete at least one of their work terms in either the Fall or Winter semester. As a result, students must also take courses during at least one Summer semester.

To be eligible for their first work term, students must be enrolled in the program, have completed at least 7.0 credits, and maintain a CGPA of 2.50 or higher. In addition to their academic courses, students must also complete the required Co-op preparation courses.

Co-op Course Requirements

Co-op students complete the following Co-op-specific courses as part of their degree:

Co-op Preparation Courses (Completed in First Year):

- **COPB50H3**
- **COPB58H3/(COPB51H3)**

Work Term Search Courses:

- **COPB59H3/(COPB52H3)** - Completed in the semester prior to the first work term

the second scheduled work term.

5. COPC99H3/(COPD13H3) – Integrating Your Work Term Experience Part II

- This course will be completed four months in advance of the third scheduled work term (for programs that require the completion of 3 work terms and/or four months in advance of any additional work terms that have been approved by the Arts and Science Co-op Office.

Students must be available for work terms in each of the Fall, Winter and Summer semesters and must complete at least one of their required work terms in either a Fall or Winter semester. This, in turn, requires that students take courses during at least one Summer semester.

For information on fees, status in Co-op programs, and certification of completion of Co-op programs, see the [Co-operative Programs](#) section and the [Arts and Science Co-op](#) section in the *UTSC Calendar*.

- **COPC98H3** - Taken in the semester prior to the second work term
- **COPC99H3** - Taken in the semester prior to the third work term

Co-op Work Term Courses:

- **COPC01H3** - First work term
- **COPC02H3** - Second work term
- **COPC03H3** - Third work term

Additional Work Term Courses: After successful completion of three required work terms, students interested in additional work terms will require approval from the Arts & Science Co-op Office. Additional coursework will also be required:

- **COPC04H3** - Fourth work term
- **COPC05H3** - Fifth work term

Note: Co-op courses are taken alongside a full course load and are recorded on transcripts as Credit/No Credit (CR/NCR). These courses have no credit weight and are considered additional credits beyond the 20.0 required degree credits. No additional course fee is charged, as registration is included in the Co-op Program fee.

For information on course codes, fees, status in Co-op programs, and certification of completion of Co-op programs, see the [Co-operative Programs](#) section and the [Arts and Science Co-op](#) section in the *UTSC Calendar*.

Proposal Questions - General

Description of the Proposed Changes	<p>1. Update for Prospective Co-op Students: The following update has been made: "Students who have not yet been admitted into a Co-op Degree Post must submit a co-op program request through ACORN and ensure they meet the minimum qualifications specified for the academic program of study. These qualifications may include a higher GPA or additional academic requirements specific to the co-op program. Deadlines follow the Limited Enrolment Program Application Deadlines set by the Office of the Registrar each year. Failure to submit the program request on ACORN will result in the student's application/request not being considered. Please note that meeting the minimum qualifications does not guarantee enrolment in the Co-op Program of Study or Degree POST. The required CGPA will vary from year to year and is dependent on the applicant pool and number of spaces available."</p> <p>2. Revised Language, Format, and Structure:</p> <ul style="list-style-type: none"> • Prospective Co-op & Current Co-op Students: Language and structure have been updated to clearly present the minimum requirements. • Completion Requirements & Work Term Requirements: Improved formatting and structure of the course listings, as well as clearer language. • Added the following note: "Co-op students who started in Co-op prior to Fall 2025 are allowed to follow the calendar requirements in effect at that time." <p>3. Added a paragraph on Planning Your Co-op Work Terms & Academics section before the Co-op Work Requirements and updated language and formatting to the overall.</p> <p>4. Co-op Work Term Requirements:</p> <ul style="list-style-type: none"> • Increase from 2 work terms required to 3 work terms required • Reduction of number of credits needed for a first work term from 9.0 to 7.0 credits <p>5. Co-op Course Changes:</p> <ul style="list-style-type: none"> • Co-op Preparation Courses: The course code COPB51H3 has been retired and replaced with COPB58H3, which is now specific to the Arts Co-op program preparation courses. • Work Term Search Courses: COPB52H3 has been retired and replaced with COPB59H3.
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	<ul style="list-style-type: none"> • Work-Term Courses: All department-specific work term courses (9 course codes) have been retired and replaced with 5 general work term codes. These changes apply to the A&S Co-op programs as follows: <ul style="list-style-type: none"> i. Required Work Term Courses: COPC01H3, COPC02H3, and COPC03H3 are now the required work term courses. All other course codes have been removed from this list. ii. Additional Work Term Course: COPC04H3 and COPC05H3 have been added as optional work term courses. These courses are available by permission only, and a note has been added to ensure students are aware of this approval requirement.
Rationale	<ol style="list-style-type: none"> 1. Update for Prospective Co-op Students: Additional language has been included to inform prospective co-op students about the yearly changes in admission requirements and emphasize that meeting the minimum qualifications does not guarantee enrolment. Students are advised that admission requirements may vary each year based on available spaces and the pool of eligible applicants, and there is no guarantee of admission. 2. Revised Language, Format, and Structure: The overall structure and format of the Co-op program information have been revised to better outline the A&S Science Co-op programs structure and provide a clearer understanding of program details and student requirements. Edits have been made to enhance student clarity, reduce redundancy, and simplify future housekeeping tasks. These changes are purely editorial, aimed at improving readability and overall clarity. 3. Planning Your Co-op Work Terms & Academics: This paragraph will provide students with resources and additional information to help them succeed in their co-op programs. Other language updates were made to ensure effective student advising and clarity of expectations around the credit weight of Co-op related courses 4. Co-op Work Term Requirements: The requirement for 3 work terms is to meet accreditation standards of Co-operative Education and Work-Integrated Learning (CEWIL) and ensure that all co-op programs at UTSC offer a minimum of 3 work terms. The reduction in the credit requirement from 9.0 to 7.0 credits for the first work term is intended to allow students to complete 3 work terms instead of 2 within 4 years of study. 5. Co-op Course Code Changes:

	<ul style="list-style-type: none"> • Co-op Preparation Courses: The former COPB51H3 (Co-op Preparation course) has been split into three separate course codes: COPB54H3 (Science Co-op Programs), COPB56H3 (CMS Co-op Programs) & COPB58H3 (Arts Co-op Programs). <ul style="list-style-type: none"> • Rationale: This revision supports the growth of the Arts and Science Co-op programs and streamlines enrolment in alignment with strategic enrolment initiatives and SAMIH. Additionally, the creation of discipline-specific preparation courses allows students to self-enrol, removing the need for manual registration by Arts and Science Co-op staff. • Work Search Courses: The former COPB52H3 (Work Search course) has been split into three course codes: COPB55H3 (Science Co-op Programs), COPB57H3 (CMS Co-op Programs), COPB59H3 (Arts Co-op Programs) <ul style="list-style-type: none"> • Rationale: This change supports the growth of the Arts and Science Co-op programs while streamlining enrolment. Similar to the discipline-specific preparation courses, discipline-specific work search courses enable students to self-enroll, eliminating the need for manual registration. • Work Term Courses: The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). <ul style="list-style-type: none"> • Rationale: This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrolment, eliminating the need for manual registration. This change also aids in improved transcript sequencing.
Impacts	<p>Overall impact of these changes will:</p> <ol style="list-style-type: none"> 1. Students will complete 12 months of co-op work experience as part of their degree instead of 8 months (increasing from 2 work terms to 3 work terms). Students will receive co-op course content and guidance specifically tailored to Arts Co-op students and industries hiring Arts students (currently combined with CMS and Science Co-op program students). 2. Bring Arts co-op programs into compliance with CEWIL national accreditation guidelines for work terms, offering 12 months of co-op work experience instead of 8 months. 3. Increase in tuition for co-op students in Arts programs to follow a 3-work term program fee structure (similar to Sciences and CMS) instead of 2 work term program fees. This, however, brings all Arts and Science co-op programs under 1 fee structure, eliminating different costs based on program of study. A change in program within Arts & Science will not impact number of work terms or fees charged.

	<ol style="list-style-type: none"> 4. Facilitate self-enrolment in all co-op courses. 5. Provide a clear progression of work term courses, as currently, students have the same work term code on their transcript multiple times. 6. Support the scaffolding nature of work terms, progressing from foundational to specialized work term experiences from the first to the final work term. 7. Enable clear tracking of students' progress through the co-op program and work term completion requirements by reducing manual processes in registration and degree tracking systems for staff and students. 8. Align Arts, Science and CMS student groups to co-op courses and tailor delivery and content for these areas, allowing for further industry and program specific approaches to topics (currently, Arts students are combined in sections with Science or CMS students). 9. Group co-op students into overall co-op community when on work term and then subgroups of their Arts, Science and CMS communities. 10. Provide opportunities for consistent work term project requirements based on work term number. 11. Provide clarity and flexibility for students completing co-op majors where all work terms may not be in one academic area.
Consultations	<ul style="list-style-type: none"> • A&S Co-op: Feb 2024 • DO Consult: Nov 6, 2024 • CMS Department: Winter 2023 • Arts Departments: January 2023, January/February 2024, May/June 2024 • Sci Departments: Winter 2023 as part of SAMIH and new science programs • RO Consult: January/February 2024 (Lindsey T.), August 2024 (Lindsey T. and Amber L.) Feb 3, 2025 (Shelby V.) • Decanal Review + EL Review: March 10, 2025 • Final Department Coordinator sign-off: March 20, 2025 • AA&CC (Jenn T.): March 20, 2025 • Final A&S Co-op sign-off: March 23, 2025 • CM Proposal Submission (April 1-17, 2025)
Resources Implications	None. Additional work terms will be self-funding regarding resources related to the normal administration of Co-op programs (student services, external relationships, etc.).

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CMS Co-op Changes

Current	Proposed
<p>Enrolment Requirements Enrolment in this program is limited. <i>Current Co-op Students:</i> Students admitted to a Co-op Degree POST in their first year of study must request a Co-op Subject POST on ACORN upon completion of 4.0 credits. Students must have completed the required [<i>academic course requirements</i>], and achieved the required grades, described in the Enrolment Requirements for the [<i>CMS program title</i>]. In addition, they must also have achieved a CGPA of at least 2.5 across all attempted courses.</p> <p><i>Prospective Co-op Students:</i> Prospective students (i.e., those not yet admitted to a Co-op Degree POST) must meet the enrolment requirements noted above and have a CGPA of at least 2.75 across all attempted courses.</p> <p>Students must submit a program request on ACORN. Deadlines follow the Limited Enrolment Program Application Deadlines set by the Office of the Registrar each year. Failure to submit the program request on ACORN will result in the student's application not being considered.</p>	<p>Enrolment Requirements <i>[Remain unchanged]</i> Note: Co-op students who started in Co-op prior to Fall 2025 are allowed to follow the calendar requirements in effect at that time.</p> <p>Prospective Co-op Students Students who have not yet been admitted into a Co-op Degree POST must submit a co-op program request through ACORN and ensure they meet the minimum enrolment requirements as noted above. These qualifications may include a higher CGPA specific to the co-op program.</p> <p>Deadlines follow the Limited Enrolment Program Application Deadlines set by the Office of the Registrar each year. Failure to submit the program request on ACORN will result in the student's application/request not being considered.</p> <p>Please note that meeting the minimum qualifications does not guarantee enrolment in the Co-op Program of Study or Degree POST. The required CGPA may be higher than the minimum threshold and depends on the applicant pool and number of spaces available.</p>

	<p>Minimum Qualifications for Prospective Co-op Students: Credits: Minimum of 4.0 credits to a maximum of 10.0 credits Required Courses: As noted in the Enrolment Requirements above Cumulative GPA: 2.75 across all attempted courses.</p> <p>Current Co-op Students Students admitted to a Co-op Degree POST must request a Co-op Program of Study through ACORN.</p> <p>Minimum Qualifications for Current Co-op Students: Credits: 4.0 credits Required Courses: Program-specific courses described in the Enrolment Requirements above Cumulative GPA: 2.50 across all attempted courses.</p>
<p>Co-op Work Term Requirements Students must satisfactorily complete three Co-op work terms, each of four-months duration, one of which can be during the summer. To be eligible for their first work term, students must be enrolled in the [<i>CMS program title</i>] and have completed at least 7.0 credits, including [<i>academic courses</i>].</p> <p>In addition to their academic program requirements, Co-op students complete up to five Co-op specific courses. These courses are designed to prepare students for their job search and work term experience, and to maximize the benefits of their Co-op work terms. They cover a variety of topics</p>	<p>Planning your Co-op Work Terms & Academics Enrollment in a Co-op program requires careful planning of both academics and work terms. Students should consult their Co-op Program Coordinator and Academic Program Advisors, as well as review the standard co-op sequences and course maps available on the Arts & Science Co-op website and Arts and Science Co-op Compass for guidance.</p> <p>Academic Program Requirements [Remain unchanged]</p> <p>Co-op Work Term Requirements: Students must successfully complete three Co-op work</p>

intended to assist students in developing the skills and tools required to secure work terms that are appropriate to their program of study, and to perform professionally in the workplace. These courses must be completed in sequence, and are taken in addition to a full course load. They are recorded on transcripts as credit/no credit (CR/NCR) and are considered to be additive credit to the 20.0 required degree credits. No additional course fee is assessed as registration is included in the Co-op Program fee.

Co-op Preparation Course Requirements:

1. COPB50H3/(COPD01H3) – Foundations for Success in Arts & Science Co-op

- Students entering Co-op from outside of UTSC (high school or other postsecondary) will complete this course in Fall or Winter of their first year at UTSC. Enrolment in each section is based on admission category: Typically, students in Computer Science, Mathematics and Statistics enroll in the Fall semester while all other Arts & Science Co-op admission categories enroll in the Winter semester however this may vary year to year.

- Current UTSC students entering Co-op in April/May will complete this course in the Summer semester.

- Current UTSC students entering Co-op in July/August will complete this course in the Fall semester.

2. COPB51H3/(COPD03H3) – Preparing to Compete for your Work Term

- This course will be completed eight months in advance of the first scheduled work term.

terms, totaling 12 months in duration, which can be fulfilled through the following options:

- Three 4-month work terms, *or*
- One 4-month work term and one 8-month work term, *or*
- One 12-month work term.

Students must be available for work terms during the Fall, Winter, and Summer semesters, and are required to complete at least one of their work terms in either the Fall or Winter semester. As a result, students must also take courses during at least one Summer semester.

To be eligible for their first work term, students must be enrolled in the program, have completed at least 7.0 credits, and maintain a CGPA of 2.50 or higher. In addition to their academic courses, students must also complete the required Co-op preparation courses.

Co-op Course Requirements:

Co-op students complete the following Co-op-specific courses as part of their degree

Co-op Preparation Courses (Completed in First Year):

- **COPB50H3**
- **COPB56H3/(COPB51H3)**

Work Term Search Courses:

- **COPB57H3/(COPB52H3)** - Completed in the semester prior to the first work term

3. COPB52H3/(COPD11H3) – Managing your Job Search and Transition to the Workplace

- This course will be completed four months in advance of the first work scheduled work term.

4. COPC98H3/(COPD12H3) – Integrating Your Work Term Experience Part I

- This course will be completed four months in advance of the second scheduled work term.

5. COPC99H3/(COPD13H3) – Integrating Your Work Term Experience Part II

- This course will be completed four months in advance of the third scheduled work term (for programs that require the completion of 3 work terms and/or four months in advance of any additional work terms that have been approved by the Arts and Science Co-op Office.

Students must be available for work terms in each of the Fall, Winter and Summer semesters and must complete at least one of their required work terms in either a Fall or Winter semester. This, in turn, requires that students take courses during at least one Summer semester.

For information on fees, status in Co-op programs, and certification of completion of Co-op programs, see the Co-operative Programs section and the Arts and Science Co-op section in the UTSC Calendar.

- **COPC98H3** - Taken in the semester prior to the second work term
- **COPC99H3** - Taken in the semester prior to the third work term

Co-op Work Term Courses:

- **COPC01H3** - First work term
- **COPC02H3** - Second work term
- **COPC03H3** - Third work term

Additional Work Terms & Courses:

After successful completion of three required work terms, students interested in additional work terms will require approval from the Arts & Science Co-op Office. Additional course work will also be required.

- **COPC04H3** - Fourth work term
- **COPC05H3** - Fifth work term

Note: Co-op courses are taken alongside a full course load and are recorded on transcripts as Credit/No Credit (CR/NCR). These courses have no credit weight and are considered additional credits beyond the 20.0 required degree credits. No additional course fee is charged, as registration is included in the Co-op Program fee.

For information on course codes, fees, status in Co-op programs, and certification of completion of Co-op programs, see the [Co-operative Programs](#) section and the [Arts and Science Co-op](#) section in the *UTSC Calendar*.

Proposal Questions - General

<p>Description of the Proposed Changes.</p>	<p>1. Update for Prospective Co-op Students: The following update has been made: "Students who have not yet been admitted into a Co-op Degree POST must submit a co-op program request through ACORN and ensure they meet the minimum qualifications specified for the academic program of study. These qualifications may include a higher GPA or additional academic requirements specific to the co-op program. Deadlines follow the Limited Enrolment Program Application Deadlines set by the Office of the Registrar each year. Failure to submit the program request on ACORN will result in the student's application/request not being considered. Please note that meeting the minimum qualifications does not guarantee enrolment in the Co-op Program of Study or Degree POST. The required CGPA will vary from year to year and is dependent on the applicant pool and number of spaces available."</p> <p>2. Revised Language, Format, and Structure:</p> <ul style="list-style-type: none">• Prospective Co-op & Current Co-op Students: Language and structure have been updated to clearly present the minimum requirements.• Completion Requirements & Work Term Requirements: Improved formatting and structure of the course listings, as well as clearer language. <p>3. Co-op Course Changes:</p> <ul style="list-style-type: none">• Co-op Preparation Courses: The course code COPB51H3 has been retired and replaced with COPB56H3, which is now specific to the CMS Co-op program preparation courses.• Work Term Search Courses: COPB52H3 has been retired and replaced with COPB57H3, which is now specific to the CMS Co-op program work search courses.• Work-Term Courses: All department-specific work term courses (9 course codes) have been retired and replaced with 5 general work term codes. These changes apply to the A&S Co-op programs as follows:
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	<p>I. Required Work Term Courses: COPC01H3, COPC02H3, and COPC03H3 are now the required work term courses. All other course codes have been removed from this list.</p> <p>II. Additional Work Term Course: COPC04H3 and COPC05H3 have been added as optional work-term courses. These courses are available by permission only, and a note has been added to ensure students are aware of this approval requirement.</p>
Rationale	<p>1. Update for Prospective Co-op Students: Additional language has been included to inform prospective co-op students about the yearly changes in admission requirements and emphasize that meeting the minimum qualifications does not guarantee enrolment. Students are advised that admission requirements may vary each year based on available spaces and the pool of eligible applicants, and there is no guarantee of admission.</p> <p>2. Revised Language, Format, and Structure: The overall structure and format of the Co-op program information have been revised to better outline the A&S Science Co-op programs structure and provide a clearer understanding of program details. Edits have been made to enhance student clarity, reduce redundancy, and simplify future housekeeping tasks. These changes are purely editorial, aimed at improving readability and overall clarity.</p> <p>3. Co-op Course Code Changes:</p> <ul style="list-style-type: none"> • Co-op Preparation Courses: The former COPB51H3 (Co-op Preparation course) has been split into three separate course codes: COPB54H3 (Science Co-op Programs), COPB56H3 (CMS Co-op Programs) & COPB58H3 (Arts Co-op Programs). <ul style="list-style-type: none"> • Rationale: This revision supports the growth of the Arts and Science Co-op programs and streamlines enrolment in alignment with strategic enrolment initiatives and SAMIH. Additionally, the creation of discipline-specific preparation courses allows students to self-enrol, removing the need for manual registration by Arts and Science Co-op staff. • Work Search Courses: The former COPB52H3 (Work Search course) has been split into three course codes: COPB55H3 (Science Co-op Programs), COPB57H3 (CMS Co-op Programs), COPB59H3 (Arts Co-op Programs) <ul style="list-style-type: none"> • Rationale: This change supports the growth of the Arts and Science Co-op programs while streamlining enrolment. Similar to the discipline-specific preparation courses, discipline-

	<p>specific work search courses enable students to self-enrol, eliminating the need for manual registration.</p> <ul style="list-style-type: none"> • Work Term Courses: The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). <ul style="list-style-type: none"> • Rationale: This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrolment, eliminating the need for manual registration. This change also aids in improved transcript sequencing.
Impacts	<p>Overall impact of these changes will:</p> <ol style="list-style-type: none"> 1. Facilitate self-enrolment in all co-op courses. 2. Provide a clear progression of work term courses, as currently, students have the same work term code on their transcript multiple times. 3. Support the scaffolding nature of work terms, progressing from foundational to specialized work term experiences from the first to the final work term. 4. Enable clear tracking of students' progress through the co-op program and work term completion requirements by reducing manual processes in registration and degree tracking systems for staff and students. 5. Align Arts, Science and CMS student groups to co-op courses and tailor delivery and content for these areas, allowing for further industry and program specific approaches to topics (currently, Arts students are combined in sections with Science or CMS students). 6. Group co-op students into the overall co-op community when on work term and then subgroups of their Arts, Science and CMS communities. 7. Provide opportunities for consistent work term project requirements based on work term number. 8. Provide clarity and flexibility to students completing co-op majors where all work terms may not be in one academic area.
Consultations	<ul style="list-style-type: none"> • A&S Co-op: Feb 2024 • DO Consult: Nov 6, 2024 • CMS Department: Winter 2023 • Arts Departments: January 2023, January/February 2024, May/June 2024 • Sci Departments: Winter 2023 as part of SAMIH and new science programs

	<ul style="list-style-type: none"> • RO Consult: January/February 2024 (Lindsey T.), August 2024 (Lindsey T. and Amber L.) Feb 3, 2025 (Shelby V.) • Decanal Review + EL Review: March 10, 2025 • Final Department Coordinator sign-off: March 20, 2025 • AA&CC (Jenn T.): March 20, 2025 • Final A&S Co-op sign-off: March 23, 2025 • CM Proposal Submission (April 1-17, 2025)
Resource Implications	None. The proposed changes will be self-funding regarding resources related to the normal administration of Co-op programs (student services, external relationships, etc.).

Sciences Co-op Changes

Current	Proposed
<p>Enrolment Requirements <i>[Academic program requirements]</i></p> <p><i>Current Co-op Students:</i> Students admitted to a Co-op Degree POST in their first year of study must request a Co-op Subject POST on ACORN upon completion of 4.0 credits and must meet the minimum qualifications for entry as noted above.</p> <p><i>Prospective Co-op Students:</i> Prospective Co-op students (i.e., those not yet admitted to a Co-op Degree POST) must submit a program request on ACORN, and meet the minimum qualifications noted above. Deadlines follow the Limited Enrolment Program Application</p>	<p>Enrolment Requirements <i>[Remain unchanged]</i></p> <p>Note: Co-op students who started in Co-op prior to Fall 2025 are allowed to follow the calendar requirements in effect at that time.</p> <p>Prospective Co-op Students Students who have not yet been admitted into a Co-op Degree POST must submit a co-op program request through ACORN and ensure they meet the minimum enrollment requirements as noted above. These qualifications may include a higher CGPA specific to the co-op program. Deadlines follow the Limited Enrolment Program Application Deadlines set by the Office of the Registrar each year. Failure</p>

<p>Deadlines set by the Office of the Registrar each year. Failure to submit the program request on ACORN will result in that student's application not being considered.</p> <p>Academic Program Requirements Students must complete the program requirements as described in [<i>Academic program title</i>].</p>	<p>to submit the program request on ACORN will result in the student's application/request not being considered. Please note that meeting the minimum qualifications does not guarantee enrolment in the Co-op Program of Study or Degree POST. The required CGPA may be higher than the minimum threshold and depends on the applicant pool and number of spaces available.</p> <p>Minimum Qualifications for Prospective Co-op Students: Credits: Minimum of 4.0 credits to a maximum of 10.0 credits. Required Courses: Program-specific courses described in the Enrolment Requirements above. Cumulative GPA: 2.50</p> <p>Current Co-op Students Students admitted to a Co-op Degree POST must also request a Co-op Program of Study through ACORN upon completion of 4.0 credits and meet the minimum qualifications for entry as noted below.</p> <p>Minimum Qualifications for Current Co-op Students: Credits: 4.0 credits Required Courses: Program-specific courses described in the Enrolment Requirements above Cumulative GPA: 2.50 or higher across all attempted courses.</p>
<p>Co-op Work Term Requirements</p>	<p>Planning Your Co-op Work Terms & Academics Enrollment in a Co-op program requires careful planning of both academics and work terms. Students should consult</p>

Students must satisfactorily complete Co-op work term(s) as follows: three 4-month work terms, one 4-month work term and one 8-month work term, or one 12-month work term. To be eligible for their first work term, students must be enrolled in the [*Co-op program title*] and have completed at least 7.0 credits, achieve a cumulative GPA of 2.5 or higher, and complete COPB50H3 and COPB51H3.

Students must be available for work terms in each of the Fall, Winter, and Summer semesters and must complete at least one of their required work terms in either a Fall or Winter semester. This requires that students take courses during at least one Summer semester.

Co-op Course Requirements

In addition to their academic program requirements, Co-op students complete the following Co-op specific courses as part of their degree:

Co-op Course Requirements

In addition to their academic program requirements, Co-op students complete the following Co-op specific courses as part of their degree:

- Co-op Preparation courses: COPB50H3 and COPB51H3 (completed in first year)
- Work Term Search courses: COPB52H3 (semester prior to first work term), COPC98H3 (semester prior to second work term), and COPC99H3 (semester prior to third work term)

their Co-op Program Coordinator and Academic Program Advisors, as well as review the standard co-op sequences and course maps available on the Arts & Science Co-op website and Arts and Science Co-op Compass for guidance.

Academic Program Requirements
[Remain unchanged]

Co-op Work Term Requirements

Students must successfully complete three Co-op work terms, totaling 12 months in duration, which can be fulfilled through the following options:

- Three 4-month work terms, *or*
- One 4-month work term and one 8-month work term, *or*
- One 12-month work term.

Students must be available for work terms during the Fall, Winter, and Summer semesters, and are required to complete at least one of their work terms in either the Fall or Winter semester. As a result, students must also take courses during at least one Summer semester.

To be eligible for their first work term, students must be enrolled in the program, have completed at least 7.0 credits, and maintain a CGPA of 2.50 or higher. In addition to their academic courses, students must also complete the required Co-op preparation courses.

Co-op Course Requirements

Co-op students complete the following Co-op-specific

- Co-op Work Term courses: COPC05H3 (each semester a student is on work term)

These courses are designed to prepare students for their job search and work term experience, and to maximize the benefits of their Co-op work terms. They must be completed in sequence, and fall into three categories: Co-op Preparation courses (COPB50H3 & COPB51H3) are completed in first year, and cover a variety of topics intended to assist students in developing the skills and tools required to secure a work term; Work Term Search Courses (COPB52H3, COPC98H3, & COPC99H3) are completed in the semester prior to each work term, and support students while competing for work terms that are appropriate to their program of study, as well as preparing students for the transition into and how to succeed the workplace; Co-op Work Term courses (COPC05H3) are completed during each semester that a student is on work term, and support students' success while on work term, as well as connecting their academics and the workplace experience.

Co-op courses are taken in addition to a full course load. They are recorded on transcripts as credit/no credit (CR/NCR) and are considered to be additive credit to the 20.0 required degree credits. No additional course fee is assessed as registration is included in the Co-op Program fee.

For information on fees, status in Co-op programs, and certification of completion of Co-op programs, see the [Co-operative Programs](#) section and the [Arts and Science Co-op](#) section in the *UTSC Calendar*.

courses as part of their degree:

Co-op Preparation Courses (Completed in First Year):

- **COPB50H3**
- **COPB54H3/(COPB51H3)**

Work Term Search Courses:

- **COPB55H3/(COPB52H3)** (Completed in the semester prior to the first work term)
- **COPC98H3** (Taken in the semester prior to the second work term)
- **COPC99H3** (Taken in the semester prior to the third work term)

Required Work Term Courses:

- **COPC01H3** (First work term)
- **COPC02H3** (Second work term)
- **COPC03H3** (Third work term)

Additional Work Terms & Courses:

After successful completion of the three required work terms, students interested in additional work terms will require approval from the Arts & Science Co-op Office. Additional coursework will also be required:

- **COPC04H3** (Fourth work term)
- **COPC05H3** (Fifth work term)

Note: Co-op courses are taken alongside a full course load and are recorded on transcripts as Credit/No Credit (CR/NCR). These courses have no credit weight and are considered additional credits beyond the 20.0 required

	<p>degree credits. No additional course fee is charged, as registration is included in the Co-op Program fee.</p> <p>For information on course codes, fees, status in Co-op programs, and certification of completion of Co-op programs, see the Co-operative Programs section and the Arts and Science Co-op section in the <i>UTSC Calendar</i>.</p>
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Proposal Questions - General

Description of the Proposed Changes	<p>1. Update for Prospective Co-op Students:</p> <p>The following update has been made:</p> <p>"Students who have not yet been admitted into a Co-op Degree POST must submit a co-op program request through ACORN and ensure they meet the minimum qualifications specified for the academic program of study. These qualifications may include a higher GPA and/or additional academic requirements specific to the co-op program.</p> <p>Deadlines follow the Limited Enrolment Program Application Deadlines set by the Office of the Registrar each year. Failure to submit the program request on ACORN will result in the student's application/request not being considered. Please note that meeting the minimum qualifications does not guarantee enrolment in the Co-op Program of Study or Degree POST. The required CGPA may be higher than the minimum threshold and will vary from year to year and is dependent on the applicant pool and number of spaces available."</p> <p>2. Revised Language, Format, and Structure:</p> <ul style="list-style-type: none"> • Prospective Co-op & Current Co-op Students: Language and structure have been updated to clearly present the minimum requirements.
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	<ul style="list-style-type: none"> • Completion Requirements & Work Term Requirements: Improved formatting and structure of the course listings, as well as clearer language. <p>3. Co-op Course Changes:</p> <ul style="list-style-type: none"> • Co-op Preparation Courses: The course code COPB51H3 has been retired and replaced with COPB54H3, which is now specific to the Science Co-op program preparation courses. • Work Term Search Courses: COPB52H3 has been retired and replaced with COPB55H3, which is now specific to the Science Co-op program work search courses. • Work-Term Courses: All department-specific work term courses (9 course codes) have been retired and replaced with 5 general work term codes. These changes apply to the A&S Co-op programs as follows: <ol style="list-style-type: none"> I. Required Work Term Courses: COPC01H3, COPC02H3, and COPC03H3 are now the required work term courses. All other course codes have been removed from this list. II. Additional Work Term Courses: COPC04H3 and COPC05H3 have been added as optional work-term courses. These courses are available by permission only, and a note has been added to ensure students are aware of this approval requirement.
Rationale	<p>1. Update for Prospective Co-op Students: Language has been modified to inform prospective co-op students about the yearly changes in admission requirements and emphasize that meeting the minimum qualifications does not guarantee enrolment. Students are advised that admission requirements may vary each year based on available spaces and the pool of eligible applicants, and there is no guarantee of admission.</p> <p>2. Revised Language, Format, and Structure: The overall structure and format of the Co-op program information have been revised to better outline the A&S Science Co-op program structure and provide a clearer understanding of program details. Edits have been made to enhance student clarity, reduce redundancy, and simplify future housekeeping tasks. These changes are purely editorial, aimed at improving readability and overall clarity.</p> <p>3. Co-op Course Code Changes:</p>

	<ul style="list-style-type: none"> • Co-op Preparation Courses: The former COPB51H3 (Co-op Preparation course) has been split into three separate course codes: COPB54H3 (Science Co-op Programs), COPB56H3 (CMS Co-op Programs) & COPB58H3 (Arts Co-op Programs). <ul style="list-style-type: none"> • Rationale: This revision supports the growth of the Arts and Science Co-op programs and streamlines enrolment in alignment with strategic enrolment initiatives and SAMIH. Additionally, the creation of discipline-specific preparation courses allows students to self-enroll, removing the need for manual registration by Arts and Science Co-op staff. • Work Search Courses: The former COPB52H3 (Work Search course) has been split into three course codes: COPB55H3 (Science Co-op Programs), COPB57H3 (CMS Co-op Programs), COPB59H3 (Arts Co-op Programs) <ul style="list-style-type: none"> • Rationale: This change supports the growth of the Arts and Science Co-op programs while streamlining enrolment. Similar to the discipline-specific preparation courses, discipline-specific work search courses enable students to self-enrol, eliminating the need for manual registration. • Work Term Courses: The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrolment, eliminating the need for manual registration. <ul style="list-style-type: none"> • Rationale: This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrolment, eliminating the need for manual registration. This change also aids in improved transcript sequencing.
Impacts	<p>Overall impact of these changes will:</p> <ol style="list-style-type: none"> 1. Facilitate self-enrolment in all co-op courses. 2. Provide a clear progression of work term courses, as currently, students have the same work term code on their transcript multiple times. 3. Support the scaffolding nature of work terms, progressing from foundational to specialized work term experiences from the first to the final work term. 4. Enable clear tracking of students' progress through the co-op program and work term completion requirements by reducing manual processes in registration and degree tracking systems for staff and students.

	<ol style="list-style-type: none"> 5. Align Arts, Science and CMS student groups to co-op courses and tailor delivery and content for these areas, allowing for further industry and program-specific approaches to topics (currently, Arts students are combined in sections with Science or CMS students). 6. Group co-op students into the overall co-op community when on work term and then subgroups of their Arts, Science and CMS communities. 7. Provide opportunities for consistent work term project requirements based on work term number. 8. Provide clarity and flexibility for students completing co-op majors where all work terms may not be in one academic area.
Consultations	<ul style="list-style-type: none"> • A&S Co-op: Feb 2024 • DO Consult: Nov 6, 2024 • CMS Department: Winter 2023 • Arts Departments: January 2023, January/February 2024, May/June 2024 • Sci Departments: Winter 2023 as part of SAMIH and new science programs • RO Consult: January/February 2024 (Lindsey T.), August 2024 (Lindsey T. and Amber L.) Feb 3, 2025 (Shelby V.) • Decanal Review + EL Review: March 10, 2025 • Final Department Coordinator sign-off: March 20, 2025 • AA&CC (Jenn T.): March 20, 2025 • Final A&S Co-op sign-off: March 23, 2025 • CM Proposal Submission (April 1-17, 2025)
Resource Implications	None. The proposed changes will be self-funding regarding resources related to the normal administration of Co-op programs (student services, external relationships, etc.).

Arts and Sciences Co-op Courses

8 New Courses

COPB54H3: Becoming Job Search Ready: Science Co-op

Impact on Programs: This Proposal triggers modifications in the unit's programs(s)

Description:

This course builds on the foundational job search concepts introduced in COPB50H3 and provides opportunities to refine application strategies and practice interviewing based on industry hiring practices for organizations hiring Science co-op students. Students experience a Co-op job search cycle by reviewing, selecting, and applying to job postings weekly and receiving feedback similar to when participating in a job search. With this feedback, and the support of the Coordinator, students adjust their job search approach and develop strategies for success to be used in the following terms for both job applications and interview performance. The importance of a job search network and research to tailor and prepare during the job search are examined, as well as essential skills for success in the workplace and dynamics of workplace culture.

This course is a compulsory requirement for the Arts and Science Co-op programs. Students must pass this course before proceeding to seek a Co-op work term. This course may be repeated.

Prerequisites: COPB50H3/(COPD01H3); restricted to students in the Arts and Science Co-op programs in Science Co-op programs - Life Science, Life Science (Health Sciences stream) Physical and Environmental Sciences, Physical and Environmental Sciences (Health Sciences stream), Psychological and Health Studies, and Psychological and Health Studies (Health Sciences stream).

Exclusions: (COPD03H3), (COPB51H3), COPB56H3, COPB58H3

Delivery Method: Hybrid

Methods of Assessment:

- Weekly Job Applications to practice creating tailored job search documents to specific jobs and industries; showcase in writing one's strengths and accomplishments while addressing employer needs. [20%, LOs: 2]
- Development of Industry-Specific Applications for 3-5 key industries related to program of study [30%, LOs: 2,3,5]
- Virtual Interview Simulations (online/video and in-person; a minimum of two) are conducted and assessed by peers and coordinators to provide various interview experiences. This allows students to practice and demonstrate pre- and post-interview preparation and communicate verbally their unique stories and accomplishments. [35%, LOs: 1, 2, 3]
- Reflective ePortfolios: These build on the ePortfolio started in COPB50. Students continue to expand material by focusing on key skills required by various industries and/or roles, mapping their network, creating references [15%, LOs: 1, 4]
- From Academia to Industry is an in-class assignment that showcases skills through a case study where teams develop and present solutions. This is not formal. [LOs: 4]

CNC Allowed: Y

Credit Value: fixed: 0.0

Learning Outcomes:

By the end of this course, students will be able to: 1. Share their unique stories both in written format and in recruitment settings (e.g.: interviews, employer sessions, events) 2. Create tailored job search documents to specific jobs and industries 3. Demonstrate effective interview preparation and professional interviewing in various interview formats 4. Identify and explain essential skills for success in the workplace and dynamics of workplace culture 5. Job search to secure co-op work terms and future employment by applying job search tools and strategies.

Course Experience: University-Based Experience

Topics Covered:

- Career Pathways for Science Students: - Competing for co-op jobs as it pertains to the program of study and industries where students are being hired
- From Academia to Industry: Showcasing Skills and Knowledge
- Building Science Resumes and Cover Letters
- Navigating Interviews: Types, Techniques and Winning Strategies
- Strengthening Interview Etiquette

- Job Search Strategies and Overcoming Challenges, Strategic Application Framework
- Ethics, Inclusion and Accessibility in the Workplace
- Preparing to Compete for a work term and launching your Work Term Search

Rationale:

The former COPB51H3 (Co-op Preparation course) has been split into three separate course codes. COPB54H3 is specifically for students enrolled in the A&S Science Co-op programs. This revision supports the growth of the Arts and Science Co-op programs and streamlines enrolment in alignment with strategic enrolment initiatives and SAMIH. Additionally, the creation of discipline-specific preparation courses allows students to self-enroll, removing the need for manual registration by Arts and Science Co-op staff.

Consultation:

RO Approval: Lindsey Taylor and Amber Lastman - July 2024
DCC Approval: March 2024

Resources: None

Overlap with Existing Courses: (COPD03H3), (COPB51H3), COPB56H3, COPB58H3 are the same course and listed as exclusions

Proposal Status: Under Review

COPB55H3: Finding Your First Work Term and Getting Workplace Ready: Science Co-op

Description:

Students take this course when they search for their first co-op work term. During this semester, Science Co-op students apply to job postings on the Co-op Job Board and attend employer events and interviews until they secure a work term. This course provides students with topical information and insights about the labour market and Co-op employers currently hiring, job search trends, job search support, and coaching in a combination of in-class, group and one-on-one appointments.

Students will learn how to onboard and transition to the workplace and navigate situations that may arise on work term in various sectors. Drawing upon the job search knowledge and strategies from previous co-op courses, this course is

designed to provide students who are competing for a first Co-op work term with necessary resources and support to meet their goals of securing a co-op work term and achieving success in the workplace.

Prerequisites: COPB54H3/(COPB51H3); restricted to students in the Arts and Science Co-op programs in Science Co-op programs - Life Science, Life Science (Health Sciences stream) Physical and Environmental Sciences, Physical and Environmental Sciences (Health Sciences stream), Psychological and Health Studies, and Psychological and Health Studies (Health Sciences stream)

Exclusions: (COPD11H3), (COPB52H3), COPB57H3, COPB59H3

Delivery Method: Hybrid

Methods of Assessment:

- Strategic Application Framework: Regular job application activity to meet minimum application targets based on co-op program [40%, LOs: 1, 2, 4]
- Competition and Conversion: Attending events to meet with organizations hiring co-op students – information sessions, networking events, interviews [20%, LOs: 1, 2]
- Skills for the Workplace: Completion of at least 2 professional development modules related to foundational skills for the workplace - decision making, team work, emotional intelligence, leadership, communication, [20%, LO 4, 5]
- ePortfolios: Throughout the job search semester, plans are developed, reflected upon and adjusted based on new information received either through feedback from coordinators, employers, and/or personal realizations with the goal of securing a first work term. Reflection using the GROW framework on application and interview experiences, elements of the strategic application framework, the job search in general, and transition to the workplace take place either through class discussion, journaling, or through Individual Appointments with a Work Term Engagement Coordinator. 3 submissions [20%, LOs: 2, 3, 4]

CNC Allowed: Y

Credit Value: fixed: 0.0

Learning Outcomes:

By the end of this course, students will be able to:

1. Understand how to track progress towards meeting application minimums and job search goals and develop a plan, assess and modify goals and strategies based on feedback received throughout the job search/hiring process
2. Explain the current market dynamics/trends and how to best compete within them as a first work term student in the

Sciences

3. Identify, with the help of a coordinator and through self-reflection, areas of strengths and improvements and how to draw on these to succeed in the co-op job search and in the workplace
4. Understand how to onboard and transition to the workplace and to adjust to being in the work force for in person, hybrid or remote settings.
5. Develop strategies to succeed when on work term and potential issues or situations that may arise and how to self-advocate to operate/handle them

Course Experience: Partnership-Based Experience

Topics Covered:

- Labour Market and Job search trends for Science work terms
- Job Search Decision Making: Risk and Gathering Information
- Job Performance – types of feedback and assessment - different work setting and expectations
- Transition to the Workplace – Essential Skills for Workplace Success, Rights and Responsibilities in the Workplace,
- Accountability at Work, and Common Challenges and Issues on Work Term
- Job Search Coaching and Advising

Rationale:

The former COPB52H3 (Work Search course) has been split into three course codes. COPB55H3 is specifically designed for students enrolled in A&S Science Co-op programs. This change is also aimed at supporting the growth of the Arts and Science Co-op programs while streamlining enrollment. Similar to the preparation courses, discipline-specific work search courses enable students to self-enroll, eliminating the need for manual registration.

Consultation:

RO Approval: January/February 2024 – Lindsey Taylor, August Lindsey and Amber
DCC Approval: March 2024

Resources: None

Overlap with Existing Courses: (COPD11H3), (COPB52H3), COPB57H3, COPB59H3 are the same course and listed as exclusions

Proposal Status: Under Review

COPB56H3: Becoming Job Search Ready: CMS Co-op

Description:

This course builds on the foundational job search concepts introduced in COPB50H3, providing opportunities to refine application strategies and practice interviewing in various formats, based on industry hiring practices for organizations hiring Computer Science, Mathematics and Statistics co-op students. Students experience a Co-op job search cycle by reviewing, selecting, and applying to job postings weekly and receiving feedback similar to when participating in job search. With this feedback, and the support of the Coordinator, students make adjustments to their job search approach and develop strategies for success to be used in the following terms for both job applications and interview performance. The importance of a job search network and research to tailor and prepare during the job search, as well as essential skills for success in the workplace and dynamics of workplace culture are also examined.

This course is a compulsory requirement for the Arts and Science Co-op programs. Students need to pass the course before proceeding to seek for a Co-op work term, therefore, this course may be repeated.

Prerequisites: COPB50H3/(COPD01H3); restricted to students in the Arts and Science Co-op programs in CMS Co-op programs - Computer Science, Mathematics or Statistics.

Exclusions: (COPD03H3), (COPB51H3), COPB56H3, COPB58H3

Delivery Method: Hybrid

Methods of Assessment:

- Weekly Job Applications to practice creating tailored job search documents specific to jobs and industries which showcase in writing one's strengths and accomplishments while addressing employer needs. [20%, LOs: 2]
- Development of Industry-Specific Applications for 3-5 key industries related to program of study [30%, LOs: 2,3,5]
- Virtual Interview Simulations (online/video and in-person) at least 2 are conducted and assessed by peers and coordinators to provide various interview experiences. This allows students to practice and demonstrate pre and post interview preparation and communicate verbally their unique stories and accomplishments. [35%, LOs: 1, 2, 3]
- Reflective ePortfolios: These build on the ePortfolio in COPB50. Students continue to expand material by focusing on key skills required by various industries or roles, mapping their network, creating references [15%, LOs: 1, 4]
- From Academia to Industry assignment showcases skills through a case study where teams develop and present solutions. This is not formally assessed but takes place in class. [LOs: 4]

CNC Allowed: Y

Credit Value: fixed: 0.0

Learning Outcomes:

By the end of this course, students will be able to:

1. Share their unique stories both in written format and within recruitment settings (such as interviews, employer sessions or events)
2. Create tailored job search documents to specific jobs and industries
3. Demonstrate effective interview preparation and professional interviewing in various interview formats
4. Identify and explain essential skills for success in the workplace and dynamics of workplace culture
5. Job search to secure co-op work terms and future employment by applying job search tools and strategies

Course Experience: University-Based Experience

Topics Covered:

- Career Pathways for Computer Science, Mathematics and Statistics Students: - Competing for co-op jobs as it pertains to the program of study and industries where students are being hired
- From Academia to Industry: Showcasing Skills and Knowledge
- Building CMS Resumes and Cover Letters
- Navigating Interviews: Types, Techniques and Winning Strategies
- Strengthening Interview Etiquette
- Job Search Strategies and Overcoming Challenges, Strategic Application Framework
- Ethics, Inclusion and Accessibility in the Workplace
- High Impact Communication
- Preparing to Compete for a work term and launching your Work Term Search

Rationale:

The former COPB51H3 (Co-op Preparation course) has been split into three separate course codes. COPB56H3 is specifically designed for students enrolled in A&S CMS Co-op programs. This revision supports the growth of the Arts and Science Co-op programs and streamlines enrolment in alignment with strategic enrolment initiatives and SAMIH. Additionally, the creation of discipline-specific preparation courses allows students to self-enroll, removing the need for manual registration by Arts and Science Co-op staff.

Consultation:

RO Approval: January/February 2024 – Lindsey Taylor, and August 2024 Lindsey and Amber
DCC approval: March 2024

Resources: None

Overlap with Existing Courses: (COPD03H3), (COPB51H3), COPB56H3, COPB58H3 are the same course and listed as exclusions

Proposal Status: Under Review

COPB57H3: Finding Your First Work Term and Getting Workplace Ready: CMS Co-op**Description:**

This course is taken when students are searching for their first co-op work term. During this semester, Computer Science, Mathematics and Statistics Co-op students are applying to job postings on the Co-op Job Board, attending employer events and interviews until they secure a work term. This course provides students with topical information and insights into the labour market and Co-op employers currently hiring, provides job search trends, job search support and coaching and in a combination of in-class, group and one-on-one appointments.

Computer Science, Mathematics and Statistics Co-op Students will learn how to onboard and transition to the workplace and navigate situations that may arise on work term in various sectors. Drawing upon the job search knowledge and strategies from previous co-op courses, this course is designed to provide students who are competing for a first Co-op work term with resources and support necessary to meet their goal of securing a co-op work term and be successful in the workplace.

Prerequisites: COPB56H3/(COPB51H3), restricted to students in the Arts and Science Co-op programs in CMS Co-op programs - Computer Science, Mathematics or Statistics.

Exclusions: (COPD11H3), (COPB52H3), COPB55H3, COPB59H3

Delivery Method: Hybrid

Methods of Assessment:

- Strategic Application Framework: Regular job application activity to meet minimum application targets based on co-op program [40%, LOs: 1, 2, 4]
- Competition and Conversion: Attending events to meet with organizations hiring co-op students – information sessions, networking events, interviews [20%, LOs: 1, 2]
- Skills for the Workplace: Completion of at least 2 professional development modules related to foundational skills for the workplace - decision making, team work, emotional intelligence, leadership, communication, [20%, LO 4, 5]
- ePortfolios: Throughout the job search semester, plans are developed, reflected upon and adjusted based on new information received either through feedback from coordinators, employers, and/or personal realizations with the goal of securing a first work term. Reflection using the GROW framework on application and interview experiences, elements of the strategic application framework, the job search in general, and transition to the workplace take place either through class discussion, journaling, or through Individual Appointments with a Coordinator. 3 submissions [20%, LOs: 2, 3, 4]

CNC Allowed: Y

Credit Value: fixed: 0.0

Learning Outcomes:

By the end of this course, students will be able to:

1. Understand how to track progress towards meeting application minimums and job search goals and develop a plan, assess and modify goals and strategies based on feedback received throughout the job search/hiring process
2. Explain the current market dynamics/trends and how to best compete within them as a first work term student in the Computer or Mathematical Sciences
3. Identify, with the help of a coordinator and through self-reflection, areas of strengths and improvements and how to draw on these to succeed in the co-op job search and in the workplace
4. Navigate future co-op job search semesters based on this first co-op search experience
5. Understand how to onboard and transition to the workplace and to adjust to being in the work force for in person, hybrid or remote settings.
6. Develop strategies to succeed when on work term and potential issues or situations that may arise and how to self-advocate to operate/handle them

Course Experience: Partnership-Based Experience

Topics Covered:

- Labour Market and Job search trends for CMS work terms
- Job Search Decision Making: Risk and Gathering Information
- Job Performance – types of feedback and assessment - different work setting and expectations
- Transition to the Workplace – Essential Skills for Workplace Success, Rights and Responsibilities in the Workplace,
- Accountability at Work, and Common Challenges and Issues on Work Term
- Job Search Coaching and Advising

Rationale:

The former COPB52H3 (Work Search course) has been split into three course codes: COPB57H3 is specifically designed for A&S CMS Co-op programs. This change is also aimed at supporting the growth of the Arts and Science Co-op programs while streamlining enrollment. Like the preparation courses, discipline-specific work search courses enable students to self-enroll, eliminating the need for manual registration.

Consultation:

RO Approval; January/February 2024 – Lindsey Taylor, August 2024 Lindsey and Amber
DCC Approval: March 2024

Resources: None

Overlap with Existing Courses: (COPD11H3), (COPB52H3), COPB55H3, COPB59H3 are the same course and listed as exclusions

Proposal Status: Under Review

COPB58H3: Becoming Job Search Ready: Arts Co-op**Description:**

This course builds on the foundational job search concepts introduced in COPB50H3, providing opportunities to refine application strategies and practice interviewing in various formats, based on industry hiring practices for organizations hiring Arts co-op students. Students experience a Co-op job search cycle by reviewing, selecting, and applying to job postings weekly and receiving feedback like when participating in job search. With this feedback, and the support of the Coordinator, students make adjustments to their job search approach and develop strategies for success to be used in the following terms for both job applications and interview performance. The importance of a job search network and

research to tailor and prepare during the job search, as well as essential skills for success in the workplace and dynamics of workplace culture are also examined.

This course is a compulsory requirement for the Arts and Science Co-op programs. Students need to pass the course before proceeding to seek a Co-op work term, therefore, this course may be repeated.

Prerequisites: COPB50H3/(COPD01H3); restricted to students in the Arts and Science Co-op programs in Arts Co-op programs.

Exclusions: (COPD03H3), (COPB51H3), COPB54H3, COPB56H3

Delivery Method: Hybrid

Methods of Assessment:

- Weekly Job Applications to practice creating tailored job search documents specific to jobs and industries which showcase in writing one's strengths and accomplishments while addressing employer needs. [20%, LOs: 2]
- Development of Industry-Specific Applications for 3-5 key industries related to program of study [30%, LOs: 2,3,5]
- Virtual Interview Simulations (online/video and in-person) at least 2 are conducted and assessed by peers and coordinators to provide various interview experiences. This allows students to practice and demonstrate pre and post interview preparation and communicate verbally their unique stories and accomplishments. [35%, LOs: 1, 2, 3]
- Reflective ePortfolios: These build on the ePortfolio in COPB50. Students continue to expand material by focusing on key skills required by various industries or roles, mapping their network, creating references [15%, LOs: 1, 4]
- From Academia to Industry assignment showcases skills through a case study where teams develop and present solutions. This is not formally assessed but takes place in class. [LOs: 4]

CNC Allowed: Y

Credit Value: fixed: 0.0

Learning Outcomes:

By the end of this course, students will be able to:

1. Share their unique stories both in written format and within recruitment settings (such as interviews, employer sessions or events)
2. Create tailored job search documents to specific jobs and industries
3. Demonstrate effective interview preparation and professional interviewing in various interview formats

4. Identify and explain essential skills for success in the workplace and dynamics of workplace culture
5. Job search to secure co-op work terms and future employment by applying job search tools and strategies

Course Experience: University-Based Experience

Topics Covered:

- Career Pathways for Arts Students: - Competing for co-op jobs as it pertains to the program of study and industries where students are being hired
- From Academia to Industry: Showcasing Skills and Knowledge
- Building Arts Resumes and Cover Letters
- Navigating Interviews: Types, Techniques and Winning Strategies
- Strengthening Interview Etiquette
- Job Search Strategies and Overcoming Challenges, Strategic Application Framework
- Ethics, Inclusion and Accessibility in the Workplace
- High Impact Communication
- Preparing to Compete for a work term and launching your Work Term Search

Rationale:

The former COPB51H3 (Co-op Preparation course) has been split into three separate course codes. COPB58H3 is specifically designed for students enrolled in A&S Arts Co-op programs. This revision supports the growth of the Arts and Science Co-op programs and streamlines enrolment in alignment with strategic enrolment initiatives and SAMIH. Additionally, the creation of discipline-specific preparation courses allows students to self-enroll, removing the need for manual registration by Arts and Science Co-op staff.

Consultation:

RO Approval: January/February 2024 – Lindsey Taylor, and August 2024 Lindsey and Amber
DCC approval: March 2024

Resources: None

Overlap with Existing Courses: (COPD03H3), (COPB51H3), COPB54H3, COPB56H3 are all the same course and are listed as exclusions

Proposal Status: Under Review

COPB59H3: Finding Your First Work Term and Getting Workplace Ready: Arts Co-op

Description:

This course is taken when students are searching for their first co-op work term. During this semester, Arts Co-op students are applying to job postings on the Co-op Job Board, attending employer events and interviews until they secure a work term. This course provides students with topical information and insights into the labour market and Co-op employers currently hiring, provides job search trends, job search support and coaching in a combination of in-class, group and one-on-one appointments.

Arts Co-op Students will learn how to onboard and transition to the workplace and navigate situations that may arise on work term in various sectors. Drawing upon the job search knowledge and strategies from previous co-op courses, this course is designed to provide students who are competing for a first Co-op work term with resources and support necessary to meet their goal of securing a co-op work term and be successful in the workplace.

Prerequisites: COPB58H3/(COPB51H3). Restricted to students in the Arts and Science Co-op programs in Arts programs.

Exclusions: (COPD11H3), (COPB52H3), COPB57H3, COPB55H3

Delivery Method: Hybrid

Methods of Assessment:

- Strategic Application Framework: Regular job application activity to meet minimum application targets based on co-op program [40%, LOs: 1, 2, 4]
- Competition and Conversion: Attending events to meet with organizations hiring co-op students – information sessions, networking events, interviews [20%, LOs: 1, 2]
- Skills for the Workplace: Completion of at least 2 professional development modules related to foundational skills for the workplace - decision making, team work, emotional intelligence, leadership, communication, [20%, LO 4, 5, 6]
- ePortfolios: Throughout the job search semester, plans are developed, reflected upon and adjusted based on new information received either through feedback from coordinators, employers, and/or personal realizations with the goal of securing a first work term. Reflection using the GROW framework on application and interview experiences, elements of the strategic application framework, the job search in general, and transition to the workplace take place either through class discussion, journaling, or through Individual Appointments with a Coordinator. 3 submissions [20%, LOs:

2, 3, 4]

CNC Allowed: Y

Credit Value: fixed: 0.0

Learning Outcomes:

By the end of this course, students will be able to:

1. Understand how to track progress towards meeting application minimums and job search goals and develop a plan, assess and modify goals and strategies based on feedback received throughout the job search/hiring process
2. Explain the current market dynamics/trends and how to best compete within them as a first work term student in the Arts
3. Identify, with the help of a coordinator and through self-reflection, areas of strengths and improvements and how to draw on these to succeed in the co-op job search and in the workplace
4. Navigate future co-op job search semesters based on this first co-op search experience
5. Understand how to onboard and transition to the workplace and to adjust to being in the work force for in person, hybrid or remote settings.
6. Develop strategies to succeed when on work term and potential issues or situations that may arise and how to self-advocate to operate/handle them

Course Experience: Partnership-Based Experience

Topics Covered:

- Labour Market and Job search trends for Science work terms
- Job Search Decision Making: Risk and Gathering Information
- Job Performance – types of feedback and assessment - different work setting and expectations
- Transition to the Workplace – Essential Skills for Workplace Success, Rights and Responsibilities in the Workplace
- Accountability at Work, and Common Challenges and Issues on Work Term
- Job Search Coaching and Advising

Rationale:

The former COPB52H3 (Work Search course) has been split into three course codes. COPB59H3 is specifically designed for students enrolled in A&S Arts Co-op programs. This change is also aimed at supporting the growth of the Arts and Science Co-op programs while streamlining enrollment. Like the preparation courses, discipline-specific work search courses enable students to self-enroll, eliminating the need for manual registration.

Consultation:

RO Approval: January/February 2024 – Lindsey Taylor, August 2024 Lindsey and Amber
DC Approval: March 2024

Resources: None

Overlap with Existing Courses: (COPD11H3), (COPB52H3), COPB57H3, COPB55H3 are all the same course and are listed as an exclusion

Proposal Status: Under Review

COPC02H3: Arts and Science Co-op Work Term 2

Description:

While working full time with a Co-op employer, students receive support and guidance from Co-op coordinators, faculty and peers for success in the workplace, and share and reflect on their work term experiences. A culminating project brings together industry and academic knowledge and showcases work and skill development learned throughout each Co-op work experience. Students are enrolled into this course once hired for a second Co-op work term.

Prerequisites: COPC01H3 and permission from the Arts and Science Co-op Office; restricted to students in Arts and Science Co-op programs.

Exclusions: COPC01H3 (if taken prior to 2025), COPC03H3 (if taken prior to 2025); COPC05H3 (if taken prior to 2025), (COPC13H3), (COPC20H3), (COPC21H3), (COPC14H3), (COPC30H3), (COPC40H3)

Notes: Students may receive a No Credit (NCR) in previous instance of the course and Credit (CR) while in different work locations.

Delivery Method: In Person; Hybrid

Methods of Assessment:

- Mid-term site visit is a formal opportunity for students to receive feedback on their performance and give feedback on their co-op work term experience
 - Portfolio submissions will allow students to document and showcase their personal and professional development while on work term. This is linked to the personal and professional learning goals for the work term. This will be used in future job search activities and demonstrates progression of skills and experience
 - Work Term Project connects academic knowledge and skills to the industry knowledge and experience. It provides students with the mechanism to develop and communicate ideas on a topic and present well-reasoned arguments, written or verbal.
 - Mid-term and Final evaluation of performance on the job will gauge a student's contributions to the employers' team and organization. It will allow for reflection on the work and performance to date and provide opportunities to tap further into areas of strength and receive support in development areas.
 - Participation/Contribution to online work term community enables successful transition from university to work through sharing of experiences and strategies for success with peer and co-op coordinator support system.
- All components must be completed successfully to earn a CR.

CNC Allowed: Y

Credit Value: fixed: 0.0

Learning Outcomes:

By the end of this course, students will be able to:

- 1) Set and attain work term learning goals using the GROW framework
- 2) Apply and develop knowledge and skills by being immersed full time in a work place setting
- 3) Transition successfully from university to the workplace
- 4) Build upon previous work term experience and exposure to increase understanding of common workplace situations and dynamics and ways to manage them
- 5) Contribute positively in a workplace environment, working independently and as part of a team
- 6) Develop and communicate ideas and well-reasoned arguments in writing and orally in the workplace
- 7) Receive, reflect upon and incorporate feedback on work performance for continuous improvement and development, and compare and contrast to prior work term experiences

8) Create an effective Portfolio to showcase skills, knowledge and experienced used or developed on work term to be used in future co-op work term search or job search activities and demonstrates progression of skills and experience

Course Experience: Professional Work Term

Topics Covered:

- Transitioning from University to Work
- Starting your Second Co-op Work Term
- Setting or Updating Your Work Term Goals
- Comparing and Contrasting Work Experiences and Environments
- Preparing for your Midterm site visit
- Performance Evaluations, Areas of Strength and Areas of Development; incorporating feedback
- Work Term Project Topic Selection & Requirements
- Wrapping up your work term
- Project Submissions/Presentations

Rationale:

The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This change also aids in improved transcript sequencing.

Consultation:

RO Approval: Lindsey Taylor and Amber Lantsman Jan/Feb 2024, August 2024
DCC Approval: March 2024

Resources: None

Overlap with Existing Courses:

Because of this consolidation, all work term courses prior to 2025 should be listed as exclusions, including the ones that are being retired: COPC01H3 (if taken prior to 2025), COPC03H3 (if taken prior to 2025), COPC05H3 (if taken prior to 2025), (COPC13H3), (COPC20H3), (COPC21H3), (COPC14H3), (COPC30H3), (COPC40H3)

Proposal Status: Under Review

COPC04H3: Additional Arts and Science Co-op Work Term - Work Term 4

Impact on Programs: This Proposal triggers modifications in the unit's programs(s)

Description:

While working full time with a Co-op employer, students receive support and guidance from Co-op coordinators, faculty and peers for success in the workplace, and to share and reflect on their work term experiences. A culminating project is completed to bring together industry and academic knowledge and showcase the work and skill development throughout each Co-op work experience. Students are enrolled into this course once hired for work terms beyond the minimum of 3 Co-op work terms required for their program.

Prerequisites: COPC03H3 and permission from the Arts and Science Co-op Office; restricted to students in Arts and Science Co-op programs.

Exclusions: COPC01H3 (if taken prior to 2025), COPC03H3 (if taken prior to 2025), COPC05H3 (if taken prior to 2025), (COPC13H3), (COPC20H3), (COPC21H3), (COPC14H3), (COPC30H3), (COPC40H3)

Notes: Students may receive a No Credit (NCR) in previous instance of the course and Credit (CR) while in different work locations.

Delivery Method: In Person; Hybrid

Methods of Assessment:

- Mid-term site visit is a formal opportunity to receive feedback on your performance and give feedback on the co-op work term experience
- Portfolio submissions will allow students to document and showcase their personal and professional development while on work term. This is linked to the personal and professional learning goals for the work term. This will be used in future job search activities and demonstrates progression of skills and experience
- Work Term Project connects academic knowledge and skills to the industry knowledge and experience and provides students with the mechanism to develop and communicate ideas on a topic and present well-reasoned arguments in writing or verbally
- Mid-term and Final evaluation of performance on the job will gauge a student's contributions to the team and organization. It will allow for reflection on the work and performance so far and provide opportunities to tap further into areas of strength and receive support in development areas.

- Participation/Contribution to online work term community enables successful transition from university to work through sharing of experiences and strategies for success with peer and co-op coordinator support system. All components must be completed successfully to earn a CR.

CNC Allowed: Y

Credit Value: fixed: 0.0

Learning Outcomes:

By the end of this course, students will be able to:

1. Set and attain work term learning goals using the GROW framework
2. Apply and develop knowledge and skills by being immersed full time in a workplace setting
3. Transition successfully from university to familiar or new workplace environments
4. Build upon previous work term experience and exposure to be able to navigate workplace situations and dynamics successfully
5. Contribute positively to a workplace environment, working independently and as part of a team
6. Develop and communicate ideas and well-reasoned arguments in writing and orally in the workplace
7. Receive, reflect upon and incorporate feedback on work performance for continuous improvement and development and compare and contrast to prior work term experiences in the co-op program
8. Create an effective Portfolio to showcase skills, knowledge and experience used or developed on work term to be used in future employment search upon graduation

Course Experience: Professional Work Term

Topics Covered:

Transitioning from University to Work

- Setting or Updating Your Work Term Goals
- Comparing and Contrasting Work Experiences and Environments
- Preparing for your Midterm site visit
- Performance Evaluations, Areas of Strength and Areas of Development; incorporating feedback
- Work Term Project Topic Selection & Requirements
- Wrapping up your work term and co-op work term experiences
- Project Submissions/Presentations

Rationale:

The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This change also aids in improved transcript sequencing.

Consultation:

RO Approval: Lindsey Taylor and Amber Lantsman Jan/Feb 2024, August 2024
DCC Approval: March 2024 - Susan Soikie

Resources: None

Overlap with Existing Courses:

Because of this consolidation, all work term courses prior to 2025 should be listed as exclusions, including the ones that are being retired: COPC01H3 (if taken prior to 2025), COPC03H3 (if taken prior to 2025), COPC05H3 (if taken prior to 2025), (COPC13H3), (COPC20H3), (COPC21H3), (COPC14H3), (COPC30H3), (COPC40H3)

Proposal Status: Under Review

3 Course Modifications

COPC01H3: Arts & Science Co-op Work Term 1

Impact on Programs: This Proposal triggers modifications in the unit's programs(s)

Title:

Previous: Co-op Work Term for Mathematical Sciences

New: Arts & Science Co-op Work Term 1

Description:

Previous: While working full time with a Co-op employer, students receive support and guidance from Co-op coordinators, faculty and peers for success in the workplace, and to share and reflect on their work term experiences. A culminating project is completed to bring together industry and academic knowledge and showcase the work and skill development throughout each Co-op work experience. Students are enrolled into this course once hired for a Co-op

work term. Arts & Science Co-op students will complete this course each semester when on work term. There is a minimum requirement of 3 work terms for the Co-op program. Students will be allowed to repeat this course 3 to 5 times.

New: While working full time with a Co-op employer, students receive support and guidance from Co-op coordinators, faculty and peers for success in the workplace, and to share and reflect on their work term experiences. Students complete a culminating project that brings together industry and academic knowledge and showcases the work and skill development throughout each Co-op work experience. Students are enrolled into this course once hired for a first Co-op work term.

Prerequisites:

Previous: COPB52H3/(COPD11H3) and permission from Arts and Science Co-op; restricted to students in Arts and Science Co-op programs.

New: COPB55H3 or COPB57H3 or COPB59H3 or (COPB52H3) and permission from the Arts and Science Co-op Office; restricted to students enrolled in Arts and Science Co-op programs.

Exclusions:

Previous:

New: COPC03H3 (if taken prior to 2025), COPC05H3 (if taken prior to 2025), (COPC13H3), (COPC20H3), (COPC21H3), (COPC14H3), (COPC30H3), (COPC40H3)

Rationale:

The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This change also aids in improved transcript sequencing. Now this course will allow the enrollment of all first work term students instead of only Math & Stats Co-op students.

Consultation:

RO Approval: Lindsey Taylor and Amber Lantsman Jan/Feb 2024, August 2024
DCC Approval: March 2024

Resources: None

Overlap with Existing Courses:

Because of this consolidation, all work term courses prior to 2025 should be listed as exclusions, including the ones that are being retired: COPC03H3 (if taken prior to 2025), COPC05H3 (if taken prior to 2025), (COPC13H3), (COPC20H3), (COPC21H3), (COPC14H3), (COPC30H3), (COPC40H3)

Proposal Status: Under Review

COPC03H3: Arts and Science Co-op Work Term 3

Title:

Previous: Co-op Work Term for Computer Sciences

New: Arts and Science Co-op Work Term 3

Description:

Previous: While working full time with a Co-op employer, students receive support and guidance from Co-op coordinators, faculty and peers for success in the workplace, and to share and reflect on their work term experiences. A culminating project is completed to bring together industry and academic knowledge and showcase the work and skill development throughout each Co-op work experience. Students are enrolled into this course once hired for a Co-op work term. Arts & Science Co-op students will complete this course each semester when on work term. There is a minimum requirement of 3 work terms for the Co-op program. Students will be allowed to repeat this course 3 to 5 times.

New: While working full time with a Co-op employer, students receive support and guidance from Co-op coordinators, faculty and peers for success in the workplace and their work term experiences in the co-op program. Students complete a culminating project that brings together industry and academic knowledge and showcase the work and skill development throughout each Co-op work experience. Students are enrolled into this course once hired for their third and often final work term in the program.

Prerequisites:

Previous: COPB52H3/(COPD11H3) and permission from Arts and Science Co-op; restricted to students in Arts and Science Co-op programs.

New: COPC02H3 and permission from the Arts and Science Co-op Office; restricted to students in Arts and Science Co-op programs.

Exclusions:

Previous:

New: COPC01H3 (if taken prior to 2025); COPC05H3 (if taken prior to 2025), (COPC13H3), (COPC20H3), (COPC21H3), (COPC14H3), (COPC30H3), (COPC40H3)

Methods of Assessment:

Previous:

- Mid-term and Final evaluation of performance on the job will gauge a student's contributions to the team and organization. It will allow for reflection on the work and performance so far and provide opportunities to tap further into areas of strength and receive support in development areas.
- Participation/Contribution to online work term community enables successful transition from university to work through sharing of experiences and strategies for success with peer and co-op coordinator support system.
- Mid-term site visit is a formal opportunity to receive feedback on your performance and give feedback on the co-op work term experience
- Portfolio submissions will allow students to document and showcase their personal and professional development while on work term. This is linked to the personal and professional learning goals for the work term. This will be used in future job search activities.
- Work Term Project connects academic knowledge and skills to the industry knowledge and experience and provides students with the mechanism to develop and communicate ideas on a topic a present well-reasoned arguments in writing or verbally

All components must be completed successfully to earn a CR.

New:

- Successful transition from university to work through sharing of experiences and strategies for success with peer and co-op coordinator support system.

- Mid-term site visit is a formal opportunity to receive feedback on your performance and give feedback on the co-op work term experience
 - Portfolio submissions will allow students to document and showcase their personal and professional development while on work term. This is linked to the personal and professional learning goals for the work term. This will be used in future job search activities.
 - Work Term Project connects academic knowledge and skills to the industry knowledge and experience and provides students with the mechanism to develop and communicate ideas on a topic a present well-reasoned arguments in writing or verbally
 - Mid-term and Final evaluation of performance on the job will gauge a student's contributions to the team and organization. It will allow for reflection on the work and performance so far and provide opportunities to tap further into areas of strength and receive support in development areas.
 - Participation/Contribution to online work term community enables
- All components must be completed successfully to earn a CR.

Learning Outcomes:

Previous:

By the end of this course, students will be able to: 1) Set and attain professional learning goals using frameworks such as SMART goals or GROW 2) Apply and develop knowledge and skills by being immersed full time in a work place setting 3) Transition successfully from university to the workplace 4) Begin to explain common workplace situations and dynamics and ways to manage them 5) Contribute positively in a workplace environments working independently and as part of a team 6) Develop and communicate ideas and well-reasoned arguments in writing and orally in the workplace 7) Receive, reflect upon and incorporate feedback on work performance for continuous improvement and development 8) Create an effective Portfolio to showcase skills, knowledge and experienced used or developed on work term to be used in future co-op work term search or job search activities

New:

By the end of this course, students will be able to: 1) Collaborate with their supervisor to set professional learning goals using frameworks such as SMART goals or GROW 2) Apply and develop knowledge and skills by being immersed full time in a work place setting 3) Transition successfully from university to familiar or new workplace environments 4) Build upon previous work term experience and exposure to be able to navigate workplace situations and dynamics successfully and contribute positively in a workplace environments working independently and as part of a team 5) Develop and communicate ideas and well-reasoned arguments in writing and orally in the workplace 6) Receive, reflect

upon and incorporate feedback on work performance for continuous improvement and development and compare and contrast to prior work term experiences in the co-op program 7) Create an effective Portfolio to showcase skills, knowledge and experienced used or developed on work term to be used in future employment search upon graduation

Rationale:

The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This change also aids in improved transcript sequencing. Now this course will allow the enrollment of all first work term students instead of only Computer Science students

Consultation:

RO Approval: Lindsey Taylor and Amber Lantsman Jan/Feb 2024, August 2024

DCC Approval: March 2024 - Susan Soikie

Resources: None

Overlap with Existing Courses:

Because of this consolidation, all work term courses prior to 2025 should be listed as exclusions, including the ones that are being retired: COPC01H3 (if taken prior to 2025); COPC05H3 (if taken prior to 2025), (COPC13H3), (COPC20H3), (COPC21H3), (COPC14H3), (COPC30H3), (COPC40H3)

Proposal Status: Under Review

COPC05H3: Additional Arts and Science Co-op Work Term – Work Term 5

Title:

Previous: Co-op Work Term for Physical and Environmental Sciences

New: Arts and Science Co-op Work Term 5

Description:

Previous: While working full time with a Co-op employer, students receive support and guidance from Co-op coordinators, faculty and peers for success in the workplace, and to share and reflect on their work term experiences. A

culminating project is completed to bring together industry and academic knowledge and showcase the work and skill development throughout each Co-op work experience. Students are enrolled into this course once hired for a Co-op work term. Arts and Science Co-op students will complete this course each semester when on work term. There is a minimum requirement of 3 work terms for the Co-op program. Students will be allowed to repeat this course 3 to 5 times.

New: While working full time with a Co-op employer, students receive support and guidance from Co-op coordinators, faculty and peers for success in the workplace, and to share and reflect on their work term experiences. A culminating project is completed to bring together industry and academic knowledge and showcase the work and skill development throughout each Co-op work experience. Students are enrolled into this course once hired for a Co-op work term. Arts and Science Co-op students will complete this course if completing an additional work term in the program - beyond the minimum requirement of 3 work terms for the Co-op program. Students can complete up to 5 work terms (2 additional terms).

Prerequisites:

Previous: COPB52H3/(COPD11H3) and permission from Arts and Science Co-op; restricted to students in Arts and Science Co-op programs.

New: COPC04H3 and permission from the Arts and Science Co-op Office; restricted to students in Arts and Science Co-op programs.

Exclusions:

Previous:

New: COPC01H3 (if taken prior to 2025), COPC03H3 (if taken prior to 2025), (COPC13H3), (COPC20H3), (COPC21H3), (COPC14H3), (COPC30H3), (COPC40H3)

Delivery Method:

Previous: Hybrid

New: In Person; Hybrid

Methods of Assessment:

Previous:

- Mid-term and Final evaluation of performance on the job will gauge a student's contributions to the team and organization. It will allow for reflection on the work and performance so far and provide opportunities to tap further into areas of strength and receive support in development areas.
- Participation/Contribution to online work term community enables successful transition from university to work through sharing of experiences and strategies for success with peer and co-op coordinator support system.
- Mid-term site visit is a formal opportunity to receive feedback on your performance and give feedback on the co-op work term experience
- Portfolio submissions will allow students to document and showcase their personal and professional development while on work term. This is linked to the personal and professional learning goals for the work term. This will be used in future job search activities.
- Work Term Project connects academic knowledge and skills to the industry knowledge and experience and provides students with the mechanism to develop and communicate ideas on a topic a present well-reasoned arguments in writing or verbally

All components must be completed successfully to earn a CR.

New:

- Mid-term site visit is a formal opportunity to receive feedback on your performance and give feedback on the co-op work term experience
- Portfolio submissions will allow students to document and showcase their personal and professional development while on work term. This is linked to the personal and professional learning goals for the work term. This will be used in future job search activities and demonstrates progression of skills and experience
- Work Term Project connects academic knowledge and skills to the industry knowledge and experience and provides students with the mechanism to develop and communicate ideas on a topic a present well-reasoned arguments in writing or verbally
- Mid-term and Final evaluation of performance on the job will gauge a student's contributions to the team and organization. It will allow for reflection on the work and performance so far and provide opportunities to tap further into areas of strength and receive support in development areas.
- Participation/Contribution to online work term community enables successful transition from university to work through sharing of experiences and strategies for success with peer and co-op coordinator support system.

All components must be completed successfully to earn a CR.

Learning Outcomes:**Previous:**

By the end of this course, students will be able to:

- 1) Set and attain professional learning goals using frameworks such as SMART goals or GROW
- 2) Apply and develop knowledge and skills by being immersed full time in a work place setting
- 3) Transition successfully from university to the workplace
- 4) Begin to explain common workplace situations and dynamics and ways to manage them
- 5) Contribute positively in a workplace environments working independently and as part of a team
- 6) Develop and communicate ideas and well-reasoned arguments in writing and orally in the workplace
- 7) Receive, reflect upon and incorporate feedback on work performance for continuous improvement and development
- 8) Create an effective Portfolio to showcase skills, knowledge and experienced used or developed on work term to be used in future co-op work term search or job search activities

New:

By the end of this course, students will be able to:

- 1) Set and attain work term learning goals using the GROW framework
- 2) Apply and develop knowledge and skills by being immersed full time in a work place setting
- 3) Transition successfully from university to familiar or new workplace environments
- 4) Build upon previous work term experience and exposure to be able to navigate workplace situations and dynamics successfully
- 5) Contribute positively in a workplace environment, working independently and as part of a team
- 6) Develop and communicate ideas and well-reasoned arguments in writing and orally in the workplace
- 7) Receive, reflect upon and incorporate feedback on work performance for continuous improvement and development and compare and contrast to prior work term experiences in the co-op program
- 8) Create an effective Portfolio to showcase skills, knowledge and experienced used or developed on work term to be used in future employment search upon graduation

Rationale:

The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This reduction simplifies course

progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This change also aids in improved transcript sequencing. Now this course will allow the enrollment of all first work term students instead of only Physical and Environmental Science students

Consultation:

RO Approval: Lindsey Taylor and Amber Lantsman Jan/Feb 2024, August 2024
DCC Approval: March 2024

Resources: None

Overlap with Existing Courses:

Because of this consolidation, all work term courses prior to 2025 should be listed as exclusions, including the ones that are being retired: COPC01H3 (if taken prior to 2025), COPC03H3 (if taken prior to 2025), (COPC13H3), (COPC20H3), (COPC21H3), (COPC14H3), (COPC30H3), (COPC40H3)

Proposal Status: Under Review

8 Retired Courses

COPB51H3: Preparing to Compete for your Work Term

Rationale:

COPB51H3 (Co-op Preparation course) has been split into three separate course codes: COPB54H3 (Science Co-op Programs), COPB56H3 (CMS Co-op Programs) & COPB58H3 (Arts Co-op Programs).

Rationale: This revision supports the growth of the Arts and Science Co-op programs and streamlines enrolment in alignment with strategic enrolment initiatives and SAMIH. Additionally, the creation of discipline-specific preparation courses allows students to self-enroll, removing the need for manual registration by Arts and Science Co-op staff.

Consultation:

RO Approval: January/February 2024 – Lindsey Taylor, and August 2024 Lindsey and Amber
DCC approval: March 2024

Resources: None**Proposal Status:** Under Review

COPB52H3: Managing your Job Search and Transition to the Workplace

Rationale:

COPB52H3 has been split into three course codes: COPB55H3 (Science Co-op Programs), COPB57H3 (CMS Co-op Programs), COPB59H3 (Arts Co-op Programs)

Rationale: This change is also aimed at supporting the growth of the Arts and Science Co-op programs while streamlining enrollment. Similar to the preparation courses, discipline-specific work search courses enable students to self-enroll, eliminating the need for manual registration.

Consultation:

DCC Approval: March 2024 Department Approval
RO Approval: January/February 2024 - Lindsey Taylor August 2024 Lindsey and Amber

Resources: None**Proposal Status:**

Under Review

COPC13H3: Co-op Work Term for Social Sciences

Rationale:

The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This change also aids in improved transcript sequencing.

Consultation:

RO Approval: Lindsey Taylor and Amber Lantsman Jan/Feb 2024, August 2024
DCC Approval: March 2024

Resources: None

Proposal Status: Under Review

COPC14H3: Co-op Work Term for Neuroscience

Rationale:

The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This change also aids in improved transcript sequencing.

Consultation:

RO Approval: Lindsey Taylor and Amber Lantsman Jan/Feb 2024, August 2024
DCC Approval: March 2024

Resources: None

Proposal Status: Under Review

COPC20H3: Co-op Work Term for Humanities

Rationale:

The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This change also aids in improved transcript sequencing.

Consultation:

RO Approval: Lindsey Taylor and Amber Lantsman Jan/Feb 2024, August 2024
DCC Approval: March 2024

Resources: None**Proposal Status:** Under Review**COPC21H3: Co-op Work Term for Sciences****Rationale:**

The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This change also aids in improved transcript sequencing.

Consultation:

RO Approval: Lindsey Taylor and Amber Lantsman Jan/Feb 2024, August 2024
DCC Approval: March 2024

Resources: None**Proposal Status:** Under Review**COPC30H3: Co-op Work Term for Biological Sciences****Rationale:**

The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This change also aids in improved transcript sequencing.

Consultation:

RO Approval: Lindsey Taylor and Amber Lantsman Jan/Feb 2024, August 2024
DCC Approval: March 2024

Resources: None

Proposal Status: Under Review

COPC40H3: Co-op Work Term for Psychological and Health Sciences

Rationale:

The existing 9 department-specific work term course codes have been reduced to 5 codes across all Arts and Science Co-op programs: COPC01H3 (required), COPC02H3 (required), and COPC03H3 (required), COPC04H3 (additional), and COPC05H3 (additional). This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This reduction simplifies course progression and enhances the clarity of students' transcripts. It also facilitates self-enrollment, eliminating the need for manual registration. This change also aids in improved transcript sequencing.

Consultation:

RO Approval: Lindsey Taylor and Amber Lantsman Jan/Feb 2024, August 2024
DCC Approval: March 2024

Resources: None

Proposal Status: Under Review