Dalhousie University - School of Architecture
ARCH 8890.00: Co-op Orientation
Course Outline - Winter 2024

Duration: January 8th to April 5th, 2024.
Format: Eight online modules (there are no scheduled classes)
Instructor: Veronica Ennett (veronica.ennett@dal.ca)
Office and office hours: 1334 Barrington Street and via MS Teams 8:30 am to 4:00 pm

ACADEMIC INFORMATION

Calendar Description
This course introduces aspects of career development, including self-assessment, resumé and cover letter writing, portfolio development, interviewing skills, and job search techniques. It provides an overview of the co-op program policies and procedures. This course is a prerequisite for all Architecture co-op courses and must be completed prior to the first work term at Dalhousie.

Additional Course Description
This course provides a foundation for students to be successful in the B4 work term (ARCH 8892) and the M3–M4 work term (ARCH 5308–5309). It consists of eight online modules that include activities and assignments.
- **Activities** are encouraged but require no submission.
- **Assignments** are mandatory and must be completed by the deadline.
- **Module 2** (resumé and cover letter) must be completed to gain access to co-op job postings.
- **Readiness Session** All students **must** participate in the Co-op Readiness Session. The purpose of the session is to ensure that you are ready for the start of the job competition. Dates and times will be communicated near the end of the term.

Learning Objectives
This course will enable you to:
- understand your role as a co-op student and what is expected of you
- feel more confident about the job application process.
- effectively communicate your skills and abilities to potential employers
- learn how to develop strategies for success for your first few weeks on the job

Components and Evaluation

Pre-Units
Activities in the Pre-Units must be completed in order to access Modules 1-6 of the course.
- Canadian Students
  - Complete the quiz in the pre-unit to establish your eligibility to work in Canada.

- International Students
  - Complete the quiz in the pre-unit to establish your eligibility to work in Canada.
  - Apply for *Co-op Work Permit (CWP)* by **February 05th, 2024**
    - For more information on CWP applications and submissions, please send your questions to askcoop@dal.ca
    - **Please note: Failure to apply for a CWP will make you ineligible to continue in co-op.**

Course Work

In this course there are a variety of activities and assignments that have been created to prepare you for your work terms. Activities and Assignments are indicated in the *Orientation Curriculum Table: Outcomes, Activities & Assignments, and* Deadlines section.

- Assignments are mandatory and must be completed by the outlined due date. If there are any circumstances which are prohibiting you from completing your assignments on time, please reach out to askcoop@dal.ca

The deadlines and target dates below should keep you on track to complete the course by **April 05, 2024**

Module	Learning Outcomes	Activities & Assignments	Deadlines
Pre-Unit			
Canadian Students	Verify Eligibility to work in Canada	**Assignment:** **Complete** the quiz to verify your eligibility to work in Canada.	1. As soon as you can access the course, i.e. **January 8th to 15th, 2024**
International Students Only	Verify Eligibility to work in Canada *Please Note:* As an international student you must: • Meet the eligibility requirements for co-op • Have a valid Co-op Work Permit • Have a valid Social Insurance Number	**Assignments:** 1. **Complete** the International Students Section before you can progress with the course. 2. **Apply** for a Co-op Work Permit and **upload** a copy of your confirmation of application to the course.	As soon as you can access the course, **i.e.** **January 15th, 2024** 2. Deadline to apply for Co-op Work Permit **February 05h, 2024**
Module	**Learning Outcomes**	**Activities & Assignments**	**Deadlines**
Module 1	Students will identify key information and resources required to succeed in the co-op program. Students will understand the main responsibilities and expectations of co-op students.	**Activities:** **Review** "SITE/ARCHPLAN Co-op Roles and Responsibilities" **Review** "Work Term Requirements" **Assignment:** **Complete** the Co-op Support Quiz	**January 21st, 2024**

Module 2	Students will identify interest and unique skills and create effective statements to communicate	**Activities:** **Review** Identify Your Core Skills information and **complete** the activity **Read** Determining Proficiency Levels of Your Core Skills **Complete** the Providing Evidence of Your Core Skills Activity **Complete** the Providing the Tailoring Your Core Skills exercise and **self-assess** your work with the rubric provided	**January 28th, 2024**
Module 3	Students will create an effective resumé that accurately reflects their abilities. Students will formulate a concise cover letter.	**Activities:** **Review** sample resumés and resumé checklist **Review** cover letter instructions **Assignments:** **Create and submit your own resumé** (Word file only) **Create and submit your own cover letter** (Word file only)	**First** Submission Deadline: **February 12th to 18th, 2024** **Marker Feedback: March 1st, 2024** **Second** Re-submission* Deadline: **March 4th to 10th, 2024** **Marker Feedback: March 22nd , 2024** **Final** Re-submission* **March 29th, 2024** **Marker Feedback: April 2nd, 2024** ***Note for resubmissions:** Resumes and cover letters submitted for the first time on the final resubmission date **will be graded without chance of resubmission. Grade is final**
Module 4	Students will develop an architectural portfolio	**Activities:** **Review** Michael LaValley, "The Definitive Guide to an Epic Architecture Portfolio - Part I" **Review** "Work Term Portfolio"	**First** Submission Deadline: **February 12th to 18th, 2024** **Marker Feedback: March 1st, 2024**

		Review "Student Portfolios" **Assignment:** **Create and submit your own portfolio**	**Second** Re-submission* Deadline: **March 4th to 10th, 2024** **Marker Feedback:** **March 22nd, 2024** **Final** Re-submission* **March 29th, 2024** **Marker Feedback:** **April 2nd, 2024** ***Note for resubmissions:** Resumes and cover letters submitted for the first time on the final resubmission date **will be graded without chance of resubmission. Grade is final**
Module 5	Students will learn how to identify resources and technique to conduct a self-directed job search Students will identify their responsibilities during the job search and the criteria for co-op job approval. Students will recognize the various options for securing a work term and create a plan of action. Students will learn the role of the provincial Architecture associations and how their online directories can help with their co-op job search. Students will learn how to leverage LinkedIn to find a job.	**Activities:** **Understand** the Reasoning and Responsibilities associated with a Co-op self-direct job search. **Review** the reasons Why Employers Hire Co-op Students **Read** How to Job Search Outside of myCareer. **Review** "Cold Calling" **Review** "Job Search Websites" **Apply** to become a student member of an architectural association (Brightspace submission is not required) **Watch** "How to Use LinkedIn to Find Co-op Job Search Connections" Using the "Cold Call Template," **create** a list of ten employers you plan to contact for your co-op job search (Brightspace submission is not required)	**March 3rd, 2024**

Module 6	Students will learn how to leverage LinkedIn in their co-op job search	**Activities:** **Watch** video: "How to Create a LinkedIn Profile" **Review** "Building a Great Student Profile" **Create** a LinkedIn profile	**March 17th, 2024**
Module 7	Students will reflect on which of their skills and experiences would most interest an interviewer. Students will predict possible interview questions. Students will be able to construct informative and supported answers to interview questions.	**Activities:** **Review** Jeff Chermley, "Acing Your Entry-level Architecture Interview" **Review** Brandon Hubbard, "The Top 5 Questions to Prepare for in an Architecture Job Interview" **Complete** Learning activity: Know Yourself	**March 31st, 2024**
Module 8	Students will learn their rights as an employee. Students will develop strategies for success during your first week on the job. Students will participate in a readiness session	**Assignments:** 1. **Complete** Quiz 2. **Complete** Readiness Session	**Readiness Session dates:** **TBA – Dates will be announced during the term**

References

References
All readings are available on the ARCH 8890 Brightspace site.

"Building a Great Student Profile." 2013. LinkedIn. https://university.linkedin.com/content/dam/university/global/en_US/site/pdf/TipSheet_BuildingaGreatProfile.pdf.

Chermley, Jeff. 2019. "Acing Your Entry-Level Architecture Interview." LinkedIn. February 15. https://www.linkedin.com/pulse/acing-your-entry-level-architecture-interview-jeff-chermely-aia-/.

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"Cold Calling." 2021. Dalhousie University, Faculty of Architecture and Planning.

"Cover Letter Format." 2021. Dalhousie University, Faculty of Architecture and Planning.

"How to Create a LinkedIn Profile." 2021. Dalhousie University, Faculty of Architecture and Planning.

"How to Network on LinkedIn." 2013. LinkedIn. https://content.linkedin.com/content/dam/me/linkedinforgood/en-us/resources/youth/HANDOUT---How-to-Network-for-Students.pdf.

"How to Use LinkedIn to Find Co-op Job Search Connections." 2021. Dalhousie University, Faculty of Architecture and Planning.

Hubbard, Brandon. 2015. "The Top 5 Questions to Prepare for in an Architecture Job Interview." *ArchDaily*, July 27. https://www.archdaily.com/770882/the-top-5-questions-to-prepare-for-in-an-architecture-job-interview.

"The Interview." 2016. Dalhousie University, Career Services Centre.

"Job Search Websites." 2021. Dalhousie University, Faculty of Architecture and Planning.

LaValley, Michael. n.d. "The Definitive Guide to an Epic Architecture Portfolio - Part I." Young Architect. Accessed Aug. 27, 2021. https://youngarchitect.com/the-definitive-guide-to-an-epic-architecture-portfolio-part-i/.

"Resumé Checklist." 2021. Dalhousie University, Faculty of Architecture and Planning.

"Sample Resumés." 2021. Dalhousie University, Faculty of Architecture and Planning.

"SITE/ARCHPLAN Co-op Roles and Responsibilities." 2021. Dalhousie University.

"Work Term Portfolio." 2021. Dalhousie University, Faculty of Architecture and Planning.

"Work Term Requirements." 2021. Dalhousie University, Faculty of Architecture and Planning.

ASSESSMENT

> **IMPORTANT!**
>
> **Passing the Co-op Orientation Course**
>
> - **You must complete all assignments** (including a Readiness Session) **by the established deadlines** (or any agreed upon extension deadline**) to pass and be eligible to continue in the Co-op Program.**
> - Requests for assignment deadline extensions will only be considered **before** an assignment is due
> - You must receive a passing grade on all assignments to pass

Assignment Types and Grading

Quizzes

- Graded automatically
- Must get every question correct
- Unlimited attempts to pass quiz

Verifying Your Eligibility to Work in Canada

- Reviewed by the co-op office
- Monitor @dal email for any questions that arise from the co-op office

Resume, Cover Letter and Portfolio Submission

- Detailed rubrics are available within in the Brightspace course units
- Feedback from your marker will be communicated via the Brightspace course. You can converse with your marker regarding questions about the assignment and feedback within the course.
- Evaluated by your assigned marker according to the marking scheme below:

Grade	Definition
1	**Unsatisfactory:** Your document does not meet the passing standard. You should use the marker's feedback to revise your document and re-submit it for assessment.

2	**Satisfactory:** Your document meets the passing standard. If you receive feedback on how to improve it, you should revise it before the job competition; however, you do not need to re-submit it for re-assessment.
3	**Excellent:** Your document exceeds the minimum requirements and demonstrates a high level of professionalism.

FACULTY POLICY

Equity, Diversity and Inclusion

The Faculty of Architecture and Planning is committed to recognizing and addressing racism, sexism, xenophobia and other forms of oppression within academia and the professions of architecture and planning. We, the faculty, are working to address issues of historic normalization of oppressive politics, segregation, and community disempowerment, which continues within our disciplines today.

UNIVERSITY POLICIES AND RESOURCES

This course is governed by the academic rules and regulations set forth in the University Calendar and the Senate. See the School's "Academic Regulations" page (http://tinyurl.com/dal-arch-regulations) for links to university policies and resources:

- Academic integrity
- Accessibility
- Code of student conduct
- Culture of respect
- Equity, diversity and inclusion
- Student declaration of absence
- Recognition of Mi'kmaq territory
- Work safety
- Services available to students, including writing support
- Fair dealing guidelines (copyright)
- Dalhousie University library