

COMPETENCY PROFILE

PREPARING FOR WORK-BASED LEARNING EXPERIENCE

WCC: CO-OP 180 – (1 credit)



Course prepares students to learn through work experiences. Emphasis on student taking responsibility for own learning; demonstrating ethical and professional behavior; obtaining accurate career information and placement opportunities; and identifying importance of community connections and networking practices. Students also learn resume writing and interviewing skills.

EMPLOYMENT READINESS

- Demonstrates ability to write a resume appropriate to the job field.
- Demonstrates ability to write a cover letter appropriate to the job field.
- Demonstrates ability to communicate in oral, written & electronic mediums.
- Practice effective communication and research skills through the informational interview process.
- Demonstrates ability to interview in an effective manner.
- Develop an understanding of professional behavior:
 - ✓ Promptness
 - ✓ Attendance
 - ✓ Attitude
 - ✓ Initiative/self-motivation
 - ✓ Good listener
 - ✓ Professional appearance
- Describe the professional code of ethics as it applies to early learning practicum experiences; sign and commit to the statement of "Professionalism".

EDUCATION PRESERVICE SKILLS

- Demonstrate ability to self assess, set goals and work towards areas of professional growth.
- Demonstrate an understanding of ethical conduct.
- Access current career information and availability of employment.
- Conduct at least two informational interviews and prepare summary reports of the information gathered.
- Maintain a professional portfolio related to the internship experience.

College Textbooks: Learning From Working: A guide for Cooperative Education Internships Students by Joseph E Barbeau Ed.D. and William A Stull, Ed.D.

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This document is to certify that this student has completed the required coursework as defined by the Whatcom County Tech Prep Articulation Agreement and has demonstrated mastery for college credit. Further information about any aspect of this program may be obtained by contacting the school and instructor named on this profile.