DIMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

COOPERATIVE EDUCATION PROGRAM

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2026-2027 CO-OP: TOPICS IN EMPLOYMENT SEMINAR COURSE

CLASS OF 2027 CO-OP PROGRAM GOOGLE CLASSROOM	
A WEEKS: Class Code: e7uticd6 https://classroom.google.com/c/ODc1ODE0NzA5NjE2?cjc=e7uticd6	**B WEEKS: Class Code: qinanroi** https://classroom.google.com/c/ODc1ODE0NTA4NjE2?cjc=qinanroi

COURSE OBJECTIVE

Using a seminar style, this course is designed for students participating in the Diman Cooperative Education Program. It provides additional instruction, professional development, and support on employment issues and topics. Students are encouraged to share their Co-op experiences, reflect on workplace situations, and prepare for each class with relevant research.

COURSE SCHEDULE

Seminars are scheduled once per cycle so both groups of Co-op students participate. Each seminar lasts approximately 25-45 minutes and is held during the students' academic cycle after school, generally from 2:30 to 3:15 PM.

LOCATION

All Classes will be held in the Auditorium on the scheduled dates in the finalized syllabus below, unless otherwise noted via announcements or other communication methods.

BEFORE WORK

- Confirm schedule
- Check transportation
- Check in with supervisor
- Bring what you need
- Review upcoming dates
- Communicate early

REMEMBER

A/B Week = students in Academics.

A Week: A = Academics | B = Co-op

B Week: B = Academics | A = Co-op

ATTENDANCE

Attendance is mandatory as part of Cooperative Education policy. For anticipated absences, students should contact Mr. Marciszyn.

SEMINAR TOPICS AND SCHEDULE

DATE (ACADEMIC WEEK)	TOPIC	KEY POINTS
9/10/26 (A Week) 9/24/26 (B Week)	**Introduction to Topics in Employment Seminar**	Course roadmap; professional expectations; self-awareness/personality assignment; initial Co-op experiences.
10/8/26 (A Week) 10/22/26 (B Week)	**Mental Health and Well-being in the Workplace**	Maintaining well-being at work; managing stress; knowing when and how to ask for help; open discussion.
11/5/26 (A Week) 11/19/26 (B Week)	**Technology, AI and Social Media in the Workplace**	Professional technology use; AI and social media; digital reputation; confidentiality; employer expectations.
12/3/26 (A Week) 12/17/26 (B Week)	**Conflict Resolution and Workplace Dynamics**	Resolving conflicts; communicating with supervisors and coworkers; feedback; accountability; workplace hierarchy.
1/7/27 (A Week) 1/21/27 (B Week)	**Employee Rights, Responsibilities and Workplace Safety**	Employee rights and responsibilities; workplace safety; reporting concerns; real-life case studies.
2/4/27 (A Week) 2/25/27 (B Week)	**Employment Trends and Future Career**	Changing workplace skills; career planning beyond Diman; resumes; credentials; references; next steps.
3/11/27 (A Week) 3/25/27 (B Week)	**Career Fair Preparation**	Career Fair preparation; employer research; professional introductions; networking; follow-up.
4/8/207 (A Week)	**Career Fair**	Location: Trade Hall
4/15/27 (A Week) 4/29/27 (B Week)	**Evaluating the Co-op Experience and Preparing for What's Next**	Career Fair connection; Co-op reflection; lessons learned; best practices; preparation for Signing Day and next steps.
5/11/27 (A Week)	**Signing Day 9:00am**	Location: Auditorium

Know where you're supposed to be. Know when you're supposed to be there. Communicate like a professional.