

WatCV Pre-Term Planning Guide

❑ Step 1: Decide what WatCV 1, 2, and 3 assignments are worth

We recommend that you assign between 6% and 25% over the three assignments, increasing the value over the three assignments. **Remember:** WatCV 2 draft needs to be worth at least 1% as an incentive to students to complete the draft for in-class peer review.

10% total
 W1 2%
 W2 draft - 1%
 W2 final 3%
 W3 4%

❑ Step 2: Identify the embedded professional skills

Here is a table of the top 10 professional skills that next stage stakeholders (employers/graduate schools) expect from university graduates (Consolidated from the following sources: Conference Board of Canada, "[Employability Skills 2000+](#)"; Hart Research Associates, "[More than a Major](#)"; McKinsey & Co, "[Youth in Transition](#)"; National Association of Colleges and Employers, "[Job Outlook 2016](#)").

Work approach Initiative Responsibility	Interpersonal skills Leadership Teamwork Conflict management
Communication skills Written communication Oral communication	Thinking skills Decision making Problem solving Critical thinking

Consider what professional skills you expect your students to exercise over the semester. Often, students exercise these skills outside class, as they work through your assignments, so you may not witness them directly.

- For example, are you asking them to **solve a problem**? If yes, what other, related professional skills are associated with this skill that you assume they are exercising? Do you want them to start this assignment with enough time to master the complexity of it? If you expect this approach, you want them to **show initiative**. Do you want them to illustrate the steps in their problem solving? If yes, you want them to illustrate the **critical thinking** that supports the problem solution.
- Or, are you asking students to **work in a team** to complete the assignment? If yes, you may expect that they **take responsibility** for their contribution. Do you expect them to work together productively? If yes, you expect them to exercise **conflict management**



skills. Do you want them to present the assignment publicly or on paper? If yes, you expect them to organize their work for **oral communication** or **written communication**.

Make a list of these skills.

❑ **Step 3: Decide which course assignments you will ask students to reflect on in WatCV Assignments 1, 2, and 3**

Depending on how you choose to integrate WatCV into your course material, these may be part of existing project materials or a stand-alone mark and submission.

- **WatCV 1:** pair (or integrate) this assignment with one of your early term course assignments **OR** a pre-term student experience.
- **WatCV 2:** pair this assignment with a mid-term course assignment.
- **WatCV 3:** pair this assignment with a close-to-end-of-term assignment.

Review what you are asking the students to do in these course assignments, *not from an academic or disciplinary knowledge perspective (the content that you want them to master), but from a 'professional skills' perspective (the process by which they complete the assignment).*

Note: We suggest that you make the WatCV Assignments due one week after the associated course assignment is due.

❑ **Step 4: Schedule required WatCV activities into your course schedule**

Include assignment deadlines and the in-class peer review activity.

Note: WatCV Assignment 2 has two deadlines: one draft deadline and a final draft deadline.

❑ **Step 5: Fold the professional skills into the syllabus**

In the course learning objectives section of your syllabus, fold the list of professional skills you expect the students to exercise over the term.

See [WatCV Example Syllabi](#).

❑ **Step 6: Fill in the WatCV assignment template for WatCV 1, 2, and 3**

Specify the professional skill that the students deploy in the associated course assignment. Follow the instructions we have inserted in the assignment template, and save the file three times (for WatCV 1, 2, and 3).

❑ **Step 7: Create Dropboxes for your WatCV assignments**

You will need to create 4 Dropboxes: WatCV 1 assignment; WatCV 2 assignment draft; WatCV 2 assignment revised; and WatCV 3 assignment.



Send integration-related questions to ctewatcv@uwaterloo.ca



ctewatcv@uwaterloo.ca