



UNIVERSITY OF ALBERTA
ALBERTA SCHOOL OF BUSINESS

**Co-op Program
Policies and Procedures
2018/19**

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READ THROUGH THIS DOCUMENT CAREFULLY. By signing the release and acceptance documents you agree to abide by all policies, rules and regulations delineated in this document. Policies and procedures are subject to change.

1.0 COOPERATIVE EDUCATION AT THE ALBERTA SCHOOL OF BUSINESS

1.1 Introduction

Cooperative Education is an academic, non-credit, educational based work experience program. Co-op is not a job placement strategy. Co-op promotes continuous learning through the integration of classroom and applied work-based learning. It is a learner-centered model where the onus of responsibility is on the students to direct their own learning and to make a valuable contribution in the workplace. This learning will be guided and supported by the employer and the institution. Cooperative Education is based on the principle that an academic program combined with work experience in alternating terms is relevant to, and desirable for, effective professional preparation.

Students normally alternate periods of full time, paid work experience in employer organizations with terms of academic study.

Upon completion of all program requirements the graduate will receive a **Bachelor of Commerce in Cooperative Education** degree.

The Business Cooperative Education Program is **an Academic Degree Stream** at the Alberta School of Business, and is accredited by Cooperative Education and Work-Integrated Learning Canada - CEWIL. The accreditation criteria established by CEWIL provides a basis for the operation of the Cooperative Education Program and serves as a guideline for many of the program's policies and procedures.

2.0 THE COOPERATIVE EDUCATION PARTNERSHIP

Cooperative Education is a partnership involving the Student, the Employer and the University of Alberta. In joining this partnership, each member assumes the responsibilities and requirements of the Cooperative Education Program, and obtains certain benefits from participation.

2.1 Student Responsibilities

The Student obtains an enriched education through Cooperative Education. The Student is required to:

- Complete all academic requirements of the regular Bachelor of Commerce Program plus 12 months of work experience (in four or eight, and occasionally 12 month blocks)
- Attend a series of non-credit **“Introduction to Cooperative Education”** seminars and workshops that provide the necessary training and preparation for productive job searches and work placements
- Accept personal responsibility for obtaining suitable employment by utilizing all resources provided by the Co-op Office
- Participate actively and fully in the job search and interview process

- Demonstrate flexibility with regards to location, time frames, and industry sector when conducting their job search
- Be prepared to conduct an independent job search to secure a placement
- Register for and utilize the Co-op job posting on-line system, CareerConnect
- Inform themselves, as much as possible, about the specifics of the jobs for which they are applying through a complete review of the job descriptions, personal research and discussions with Co-op Coordinators
- Conduct himself or herself in a professional and ethical manner throughout the application and interview process, on the job, and in your dealings with the Co-op program and staff
- Honor the acceptance of a work placement (either verbal or written) as a contractual agreement with the employer
- Meet the employment standards set by the employer, and conform to all conditions and rules that apply to employees
- Respect the policies, as well as the confidentiality and proprietary information standards of the employer
- Complete the Placement Information section of the Work Term Record in CareerConnect to facilitate communication and evaluation over the work term
- While on a work placement, set goals and Learning Objectives in conjunction with the employer/mentor which enhance their academic, professional and personal skills
- Communicate regularly and honestly with his/her supervisor – students should not be afraid to ask their employers if they are meeting his or her expectations
- Help coordinate the site visit with the assigned Co-op Coordinator and his/her supervisor/mentor
- Accept feedback and suggestions for improvement in a positive manner
- Advise the mentor and/or the Co-op Coordinator of any concerns or problems with their assignments or working environment
- Complete a work term report for each 4 month work term
- Meet all deadlines for submission of work term reports and student evaluation forms
- Participate as an ambassador of the Cooperative Education partnership
- **Be fully “engaged” in the whole Co-op process**, including communicating regularly with the Co-op Office, and meeting at least once each semester with their assigned Coordinator

2.2 Employer Responsibilities

The Employer functions as an educator by providing challenging and career oriented work experience. The Employer is expected to:

- Provide relevant paid employment for four months or eight months
- Determine the salary offered, employment status, vacation pay etc., for the student
- Honour the acceptance of a co-op job offer as a contractual obligation with the student
- Maintain Comprehensive General Liability coverage appropriate to their operations, including Employer’s Liability and Workers’ Compensation, where applicable

- Introduce the student to the organization and the specific tasks assigned
- Supervise the student and provide a verbal, mid-term evaluation of the student during the Coordinator's on-site visit
- Provide guidance to the student throughout the work term
- Read the student's work term report, when relevant
- Complete a performance evaluation and review this with the student at the conclusion of the work term

2.3 University of Alberta Cooperative Education Program Responsibilities

The Cooperative Education Coordinators are the representatives of the University of Alberta and the liaison between the Employer, the Student, and the School of Business. The Co-op program office and Coordinators will:

- Build relationships with employers and potential employers
- Facilitate communication among faculty, employers and students
- Select students for the Business Cooperative Education Program
- Coach students on the job search process
- Help prepare students for work term placements
- Evaluate employer job descriptions for suitability
- Organize and facilitate job postings, employer/student interviews and placements
- Assist students in identifying learning opportunities within each placement and throughout the program and co-op processes (job search, academic integration etc.)
- Meet with employers and students for on-site visits to review the student's progress and to discuss career goals
- Evaluate work term reports
- Review Student evaluations completed by employers
- Inform students, employers and other interested parties of Co-op policies and procedures

3.0 PROGRAM REGULATIONS

The School of Business has approved several policies for the administration of the Cooperative Education program. These provide added interpretation to the Academic regulations of the Faculty as set out in the University of Alberta Calendar, and detail matters that are unique to the Co-op program.

Students may appeal academic decisions relating to their status in the Co-op program through the existing Faculty and University appeal processes (Refer to the University Calendar).

3.1 Graduation Requirements

In addition to fulfilling the academic requirements of the School of Business, the BCom Co-op Education Degree stream students are required to successfully complete the following Co-op courses:

- “Introduction to Business Cooperative Education” (a non-credit series of seminars and workshops held in the semester after admission to the program);
- WKEXP 911: 4-month work placement (non-credit); prerequisite “Introduction to Business Cooperative Education”;
- WKEXP 912: 4-month work placement (non-credit); prerequisite WKEXP 911;
- WKEXP 913: 4-month work placement (non-credit); prerequisite WKEXP 912;
- WKEXP 914: This is an OPTIONAL 4 month work placement (non-credit) available on an as needed basis

Student transcripts will include the name of the employer for each work term completed. **The degree granted to graduating Co-op students includes the unique designation "Cooperative Education Program."**

3.2 Program Eligibility

To maintain eligibility for the Business Co-op program a student must:

- Maintain satisfactory academic standing in the School of Business
- Attend all workshops and seminars in “**Introduction to Business Cooperative Education**”
- Prepare and submit an acceptable work term report for each Co-op work term
- Ensure that an acceptable performance evaluation is submitted for each Co-op work term, prior to the published deadline
- Adhere to all policies and requirements of their Co-op employer
- Meet with their assigned Coordinator at least once during each academic term
- Conduct themselves in a professional and ethical manner during their Co-op job searches and honor the acceptance of a placement as a contractual obligation

Failure to meet these standards may result in the student failing the work term and/or being removed from the Cooperative Education program. See Appendix I for more information about academic standing, readmission and Co-op eligibility.

3.3 Work Term Sequencing

After admission to the program, academic semesters and work terms should alternate. However, the scheduling of work terms is flexible provided:

- **The last term in a student’s program WILL be an academic term**
- No more than two work terms to be completed consecutively

Exceptions to this policy must be approved by a Co-op Coordinator or the Director of the Program.

3.4 Disclosure of Information

The Co-op Office will only release information to potential employers and fellow Co-op students provided the student has granted permission to do so by signing the Release Form upon admittance to the program and that the request is appropriate.

3.5 Scholarships and Awards

Students in the Co-op program can apply through the Undergraduate Office for appropriate scholarships and financial need bursaries, no later than April 15th of each year. Some scholarships and bursaries are restricted to Co-op students only. Eligibility requirements are usually stated in terms of years of study completed and performance over one academic year. The word "year" is to be interpreted as the two academic terms covering the course credit requirements of the "year" in question.

Co-op students remain eligible for all student scholarships; however work terms may impact the timing of eligibility.

The donor, not the University, determines eligibility for scholarships. Many scholarships require 30 ucw (unit course weight) based on the two allowed traditional semesters of fall and winter.

Co-op students are allowed more flexibility in that two 15 ucw within a calendar year **may** qualify them for eligibility. Please check with Student Connect Office for more clarification and information.

3.6 Student Status

Students in the Co-op program are registered as full-time University students when registered in a WKEXP course; however earnings on Co-op work terms are considered taxable income. See Appendix V for more information.

The Code of Student Behavior and the University Standards for the Protection of Human Research Participants (refer to the University Calendar) also apply while a student is on a work term.

Students with Student Loans should refer to Appendix IV for information on maintaining interest free status.

3.7 Combining Cooperative Education with the Leadership Certificate or PRIME

Students participating in the Co-op Program and either the Business Leadership Certificate or PRIME program must ensure their job search activities do not conflict with the requirements of those programs. For example, students in these programs

cannot accept a work placement outside the Edmonton area during a fall or winter term. The Co-op program cannot authorize placements that conflict with residency and other requirements for these programs.

4.0 JOB SEARCH PROCESS

It is required that students will commence their job search at the beginning of the term and will maintain a high level of job search activity until placed. The likelihood of success is directly related to the effort and flexibility demonstrated by the student. A co-op job search will typically entail applying to upwards of 25 opportunities per term. Economic conditions have a significant impact on the volume of available Co-op opportunities.

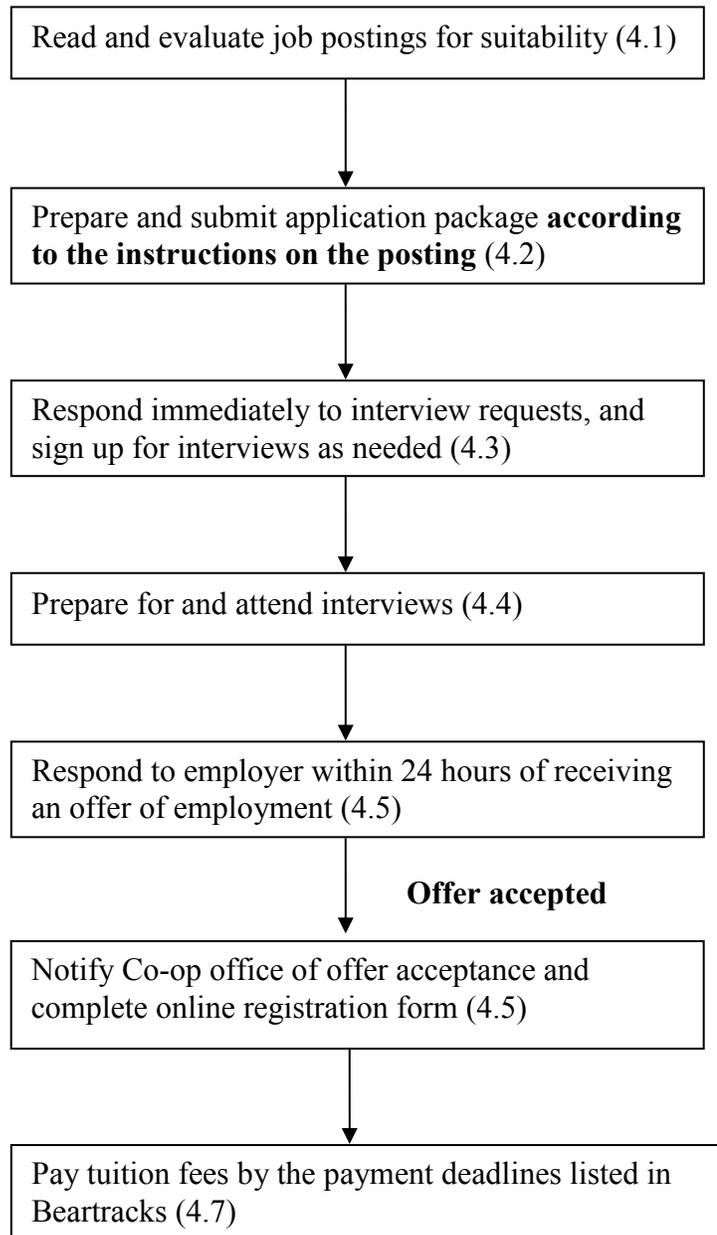
No Guarantee - The employment process is highly competitive and factors such as academic performance, skills, motivation, maturity, attitude, professional conduct, flexibility and performance potential determine whether or not a student is offered employment. Although every effort is made by the Co-op Office to find a sufficient number of work term positions for students enrolled in all Cooperative Education programs, the openly competitive nature of the process means that no guarantee of employment can be made.

Flexibility required - Co-op students can increase the possibility of being placed by being prepared to travel to any location in Canada to accept employment and by maintaining a flexible attitude toward the placement process. Students who are not flexible should be prepared to conduct a self-directed job search (see section 4.9) in conjunction with considering the opportunities developed by the Co-op Office.

Variability - There is variability in pay rates and in the degree of challenge among positions. Salaries are dependent upon a number of factors and are not the governing element in selecting a Co-op position. **Prime considerations are to provide a work setting appropriate to the student's current ability and to provide opportunities for integrated learning and skill development.**

While registered as a Co-op student and engaged in an active job search, any job accepted by a student that meets the Co-op criteria (see section 5.0), including one obtained through a self-directed job search, will be considered a Co-op placement and will result in the student being registered in the appropriate WKEXP course. Examples of activities that would be considered part of an active job search may include registering for and applying to jobs on CareerConnect, seeking resume and cover letter reviews from a Coordinator and participating in Co-op sessions.

Job Search Process – Posted Positions



Dates and deadlines will vary by term and are updated in the course syllabus each term this information can also be found on the Office of the Registrar website. Students are responsible for being aware of and adhering to all deadlines.

4.1 Posting of Positions

Students are responsible for registering on CareerConnect to view jobs – specific details and instructions can be found on the CareerConnect website. While conducting a job search, students should be checking this website frequently as jobs are posted daily when received. Students should carefully examine and evaluate all job postings to identify potential development and learning opportunities.

Many excellent opportunities arise outside of Edmonton and students are expected to consider and compete for these positions, unless they have a valid reason for restricting their job search. DO NOT apply to Co-op jobs that are outside of Edmonton unless you are totally committed to accepting an offer. **Students in the program should anticipate relocating for at least one of their Co-op placements.**

Questions about postings should be directed to a Coordinator – unless otherwise stated, students should not contact the employer directly.

4.2 Job Applications

Resumes and cover letters must meet the content, format and typographical quality criteria discussed in the “Introduction to Cooperative Education.”

- The Co-op office reviews all applications (unless the student applies directly to the employer) and will not forward those applications that would be deemed unacceptable to an employer.
- Students are responsible for submitting only those items requested by the employer.
- Application deadlines are firm and students must organize their schedules to ensure they adhere to all timelines.
- Completed application packages must be submitted according to the instructions on the posting.

By submitting an application you commit to fulfilling any interview requests and are required to seriously consider any corresponding job offer.

4.3 Interview Short Lists

- Employers may post interview schedules through the Co-op office or they may contact students directly.
- It is the student's responsibility to check their ualberta email account and phone voicemail regularly and to sign up for the interviews.

Signups for an interview occur on a first come, first served basis. It may be necessary to miss part of a regularly scheduled class in order to attend an interview. However, if an interview conflicts with an exam, students should contact a Co-op Coordinator as soon as possible to make alternative arrangements.

4.4 Interviews

Students are expected to honour all interviews granted to them as a result of the submission of their resumes for employment opportunities. The student is responsible for noting the time and location of the interview. It is the student's responsibility during the interview to ask questions that help them determine that the position is a good fit.

Withdrawing from or declining interviews should not be done lightly. Great effort goes into the selection and scheduling process and a late cancellation can result in an employer wasting their time, or loss of an interview opportunity for another student.

Students need to be diligent enough in the job search process prior to applying to a posting that all interview offers would be accepted. Should you consider not accepting an interview or need to cancel an interview after it has been booked, you must contact your assigned Co-op Coordinator **immediately**. At least 3 working days prior to a scheduled interview are required in order to make changes with the employer (unless an interview is being cancelled because you have accepted another position).

Note: If upon completion of an interview, and prior to any offer being made, the student is convinced that the opportunity is a very poor fit, this must be communicated to a Co-op Coordinator immediately. The student will then be removed from the candidate list for that job.

4.5 Accepting Job Offers

Students must respond to job offers within 24 hours unless the employer has agreed to a different timeline.

Students may often need to make decisions without knowing the outcome of other job applications and/or interviews.

A verbal offer and acceptance are equally as binding as a written offer and acceptance.

Once an offer is accepted it cannot be subsequently rejected in favor of another offer.

A student who does not honor the acceptance of an offer of employment may fail the work term and be asked to withdraw from the Co-op program (Section 6.2).

Once an offer is accepted students must cease the job search process and must decline further interviews. Students who submit applications or attend interviews after accepting a co-op job offer *may be removed from their positions and withdrawn from the program*.

Personal plans which may affect a student's availability or job performance (i.e. part time jobs, volunteer activities, vacation, courses) must be discussed with the employer before accepting an offer. Barring academic or serious personal problems, students are expected to fulfill the employment commitment made in accepting the offer.

Should an employer cancel the student's position after a job offer has been accepted, the student must contact the office immediately.

4.6 Pre-Employment Conditions & Security Clearances

Students may be required to **undergo security clearances**, medical testing, drug use testing or to provide a driver's abstract after they have been offered a position as a condition of employment. If a student has any concerns about meeting the pre-employment requirements they may discuss the issue with a Coordinator. If a placement is subsequently withdrawn because the student does not meet a pre-employment condition, the Co-op program is not accountable for the consequences.

Further information on Security Clearances and Criminal Record Checks can be found in Appendix III.

4.7 WKEXP Course Registration

Students are required to notify the Co-op office immediately upon acceptance of a job offer.

Students cannot register for WKEXP courses directly through BearTracks, instead students must withdraw from academic courses for the corresponding WKEXP term(s) and create a Work Term Record on CareerConnect to be registered. **The Co-op Office will then register the student in the appropriate WKEXP course.**

Each four-month period of Co-op employment requires registration in the successive WKEXP course. By accepting an 8 month placement the student is committing to completing 2 WKEXP courses (unless WKEXP 913 was the first 4 months of an 8 month placement).

Students with Student Loans should refer to Appendix IV to ensure their registration allows them to maintain interest free status.

If circumstances arise that necessitate a student withdrawing from a WKEXP course, the student must contact their coordinator immediately.

4.8 Co-op Fees

Tuition amounts owing and payment deadlines can be found on BearTracks after you are registered in WKEXP. Inquiries regarding fee payments and deadlines should be directed to the Registrar's Office. Students are responsible for being aware of and adhering to all deadlines and regulations published by the Registrar's Office – failure to do so may result in financial consequences. Co-op students are not exempt from charges such as installment or late payment fees.

Tuition fees, plus an application fee and seminar and workshop fee are charged to cover a large portion of the cost of operating and administering the Co-op program. The Business Co-op program is primarily self-funded and the fee supports all services provided to Co-op students including instruction, job search assistance and placement support. Detailed fee information is available in Appendix II.

In the event that a student becomes unemployed during a work term as a result of circumstances beyond his/her control, the fee may be refundable. In this case, he/she must contact the Co-op office immediately.

See Appendix II for complete details on all Co-op fees.

4.9 Self-Directed Job Search

All students may participate in the placement process organized by the Co-op Office; however students are encouraged to develop their own Co-op opportunities if they have particular learning goals, or particular interests and needs. Students considering a self-directed job search should meet with a Coordinator prior to beginning the job search to discuss their plan and work term requirements. He/she will be able to provide you with tools and suggestions that will help you in your job search. A Coordinator must approve the proposed employment as a suitable Co-op experience. The student is required to provide the employer's name, telephone number, name of supervisor, and a complete job description. The Coordinator will then contact the employer to discuss both the employer and student's responsibilities. Such placements are treated as a regular Co-op work term; hence all requirements must be met and the full Co-op fees apply.

4.10 Extensions and Offers of Rehire

Students who have accepted offers of rehire or extension from a previous employer may not compete for jobs in that work term. If students have received an offer of extension from their current employer they must decline that offer before competing for other Co-op opportunities.

A student who is rehired or accepts an extension with a Co-op employer is required to register in the subsequent WKEXP course and complete all course requirements, unless all three work terms have been completed.

All associated fees and work term responsibilities apply to extensions.

5.0 THE WORK TERM

To qualify as a work term the following standards must be met:

1. The placement must consist of full time paid work for a minimum of 13 weeks in duration
2. Job duties and projects must be related to the student's program of study
3. The student must be assigned a mentor to guide and supervise his/her work

5.1 Work Term Evaluation and Credit (Non-Academic)

In order to successfully complete each work term, and earn a grade of CR – Completed Requirements (Non-Academic Credit) it is the student's responsibility to ensure that all requirements for the work term have been completed.

All the following requirements must be successfully completed for each WKEXP course:

- a) **Complete Placement Information Section in Work Term Record** (see 5.2)
- b) **Interim on-site evaluation** (see 5.3)
- c) **Work Term Report** (see 5.4)
- d) **Performance Evaluation** (see 5.5)

Grades for WKEXP courses are assessed on a Pass/Fail basis as follows:

CR: Completed Requirements

The student has met all requirements of the work term in a satisfactory manner.

F: Fail

The student's job performance during the work term has been deemed to be unsatisfactory by his/her employer and by the Cooperative Education Office.

or

The student has failed or refused to ensure satisfactory completion of the requirements of the work term including related assignments (site visit, Co-op Report, Employer Evaluation).

IP: Course In Progress

During Spring/Summer Term WKEXP Registrations, this grade is assigned to Part A (spring term) with the final grade assigned to Part B (summer term).

Failure to submit the work term report or performance evaluation by the assigned due date will result in a grade of Fail (F) being assigned.

Please note that students with a grade of Fail in a WKEXP course are ineligible for graduation.

WKEXP courses do not provide students with academic credit and will not reduce the total number of credits required for the Bachelor of Commerce degree. Grades for WKEXP courses will not be used to calculate the student's GPA.

5.2 Placement Information Form

Within the first **seven days** of starting a work term all students **must** complete the Placement Information Form section of their Work Term Record order to facilitate communication and evaluation over the work term. .

This must be done for each work term, including work term extensions, in order to facilitate the site visit and the administration of the Co-op student performance evaluation form.

5.3 The Site Visit and Interim Evaluation

Students will receive an onsite visit during the second or third month of the work term from a Co-op Coordinator or the Director of Co-op.

The site visit is an informal meeting that lasts approximately 30 to 45 minutes, of which half the time is spent with the supervisor and half the time with the student.

If there are any problems or concerns that arise at any time during the placement it is important that the student calls his/her Co-op Coordinator immediately in order that measures can be taken to improve the situation - do not wait until the site visit.

It is the student's responsibility to arrange the site visit with the consent of his/her supervisor. If a site visit cannot be arranged the student may fail the work term.

Students who are placed in isolated areas for a work term may have their site visit conducted by phone or e-mail due to prohibitive travel costs.

The on-site evaluation is intended to accomplish the following important purposes:

- a) enhance the Office's understanding of the duties and work environment
- b) evaluate the students' performance and progress on the job
- c) enhance the employer relationship and identify other potential work term placements
- d) offer assistance to the student and/or supervisor with any aspect of the placement
- e) discuss with the student learning opportunities and professional development in the work environment
- f) assist the student in the further clarification of his/her career objectives
- g) allow the student the opportunity to express his/her feelings regarding the job

In some instances the staff of the Co-op office will follow-up the site visit when:

- a) a student's duties change radically during a work term
- b) a student requests and justifies the need for a follow-up
- c) a supervisor requests the need for a follow-up
- d) a placement is, in the judgment of the Co-op office, less than acceptable

During the site visit the Coordinator completes an interim evaluation documenting the student's job duties and performance on the job. This evaluation helps the student determine which areas of his or her job performance can be improved before concluding the work term. At any point in the work term students should not be afraid to ask their employers if they are meeting his or her expectations.

5.4 Work Term Reports

Work term reports are the academic component of the Cooperative Education degree and as such are a program requirement. The purpose of the report is to provide an opportunity for the student to integrate academic learning with their work experience.

Students are required to complete a work term report for each WKEXP course. Details on Work Term Report Requirements for each course are located in Sections 8, 9, and 10 of the Co-op binder and in the course outline.

5.5 Employer Evaluations of Co-op Students

A written final evaluation is completed by the employer at the end of the work term and submitted to the Co-op Office as part of the student's grade for the work term. The evaluation is distributed to the student's supervisor through the email address entered in the Work Term Record. The content of the evaluation is confidential and will not be reviewed by anyone outside of the normal process without the student's permission.

If a completed, satisfactory evaluation is not received by the published deadline, the student will receive a grade of Fail (F) for the course. An unsatisfactory evaluation may be grounds for transfer from the Co-op program.

5.6 Taking courses while on a Work Term

Students on a work term are STRONGLY DISCOURAGED from taking any academic courses while on a work term. There is strong evidence to suggest that both the course work and the work term experience are affected negatively due to the commitments necessary for both full-time work and an academic course.

- Students who choose to take an academic course will be limited to one regular academic course at the University of Alberta during a work term.
- Employment obligations take precedence over any course commitments.
- Students in a position with overtime requirements should not take an academic course while on a work placement.
- Students who choose to take an academic course while on a work term **must discuss their plan with their work supervisor** to ensure the coursework will not interfere with their job responsibilities.
- If a student wishes to take a course at another institution while on a work term outside of Edmonton, he or she must obtain written approval in advance from the Associate Dean, Undergraduate Program or designate.

- Academic coursework is not a valid reason for failing to meet Co-op requirements, such as work term deadlines.

5.7 Transportation and Housing

The student is responsible for transportation to and from work each day and for finding his or her own accommodation while on a work term. If the placement is out of town, the Coordinator may have names and phone numbers of other students going to the same location and may be able to recommend resources to assist the student.

Please see Appendix II for information regarding the UPass.

5.8 Work Term Issues

If serious issues arise at the workplace the student should contact their Coordinator immediately to discuss the situation. **Do not wait until the site visit to talk to your Coordinator!** The Coordinator can provide guidance and/or assistance to the student in resolving the situation. The student must not leave a work placement prior to the end of the term without permission from the Co-op office.

If a layoff or strike occurs or is pending, which may affect the student's employment status, the student should notify the Cooperative Education Office. The Coordinator may be able to help the student evaluate his or her alternatives.

The student must notify the Co-op Office immediately if the employer terminates the work term. After a review of the situation the office will advise the student of their status in the program.

6.0 PROGRAM TRANSFERS FROM CO-OP

6.1 Program Transfers

Due to quota restrictions, transfer to or from any degree stream (Co-op program or the regular BCom program) is restricted after initial admission. Transfers from the Co-op program to the regular program will only be granted in those instances where, in the judgment of the Director, sound justification exists. **Each case will be dealt with on its own merits.** The Director, Cooperative Education and the Office of the Associate Dean, Undergraduate Program, must grant final approval for all transfers.

To transfer from Co-op, the following steps will be taken:

1. A meeting with the Director and their Coordinator must be scheduled.
2. A letter detailing reasons for transferring from Co-op must be presented. This does not mean transfer will be granted.
3. All factors will be weighed and a decision will be sent by mail either granting or rejecting the request to transfer. The letter will outline the reasons for the decision.
4. Should a student elect to transfer from the co-op program after accepting a co-op placement, the transfer will not be processed until after the student completes all requirements of the co-op placement.

6.2 Required to Withdraw

There are certain circumstances that would give grounds to be required to withdraw from Co-op:

- A lack of effort in the job search preparation provided by the Co-op office.
- Low or no activity in the job search process.
- Rejection of worthy job offers.
- Poor performance on one or more work terms.

Additional circumstances may also be grounds for withdrawal from Co-op, including but not limited to;

- Leaving a work term on your own volition, prior to completing the necessary number of weeks of fulltime employment.
- Refusal to register in WKEXP for a duly secured placement.
- Being asked by an employer to leave the work term prior to completing the necessary number of weeks of fulltime employment.
- Failure to complete the Introductory to Cooperative Education Seminars and Workshops.

APPENDIX I – ACADEMIC PERFORMANCE AND READMISSION

Academic Performance and Co-op Eligibility

Academic performance/continuation considerations are as set out in the Academic Regulations of the Faculty.

A student who is on academic probation while on a work term will receive non-academic credit for the work term if the student satisfies the regular requirements for that work term.

A student who is required to withdraw from the Faculty cannot receive credit for a work term while this requirement is in effect, and that student's employer will be so notified.

If a student is required to withdraw from a WKEXP course because of failing academic grades, the student may be permitted to complete the work term provided the employer agrees.

Any student failing to complete the Business Cooperative Education Seminars & Workshops will be asked to transfer back to the regular program.

Work term performance is evaluated on a CR (Completed Requirements)/F (Fail) basis as described in Section 5.0. Any student receiving a grade of Fail for any one four-month work experience course will normally be required to transfer from the Cooperative Education Program. They will not be re-admitted to the Co-op program, but may continue in the regular BCom program.

Readmission

Students, who for personal reasons, elect to take one or more terms off from their BCom Degree Program with written permission, may be re-admitted to the Co-op program provided all conditions listed in the appropriate section of the University Calendar are met.

The Faculty regulation on withdrawal and re-admission states that a student asked to withdraw may be re-admitted after a period of at least one year. The application and interpretation of this regulation for the students in the Co-op program is set out in the remainder of this section.

Co-op students who are required to withdraw from the Faculty for failing an academic year may apply for re-admission to the Faculty and may also apply for re-admission into the Cooperative Education program. In cases where a student wishes to remain in the program, application for re-admission to the regular program may be made for the Fall term which is one year removed from the failed academic year. The student may register in a subsequent work term prior to the academic term. Credit for the work experience in this term however, is dependent on the usual criteria, **plus the successful completion of the subsequent academic term.**

It should be noted that the services provided through the Cooperative Education Office are only available to Business students who maintain their status in the Co-op program.

In cases where a student elects to return to the regular program, applications for re-admission will not be considered.

Before making a decision on continuation in the Co-op versus regular program, each student should review his/her particular situation with the Director, Cooperative Education Program and the Associate Dean, Undergraduate Program or designates.

Application for re-admission to the Cooperative Education Program must be accompanied by a plan that details the course program to be followed in each academic term and the sequencing of academic and work terms. The procedure for requesting re-admission is available through the Co-op office.

APPENDIX II – CO-OP TUITION AND OTHER FEES

Co-op tuition fees are only paid when a student is registered in a WKEXP course. The following is the breakdown of all possible fees for work term participation for the **2018-2019** academic year (tuition and fees may be adjusted on an annual basis, please refer to your fee assessment in BearTracks for current/exact amounts);

2017/18		NOTES
Tuition (Instructional Fees)	\$798.12	A
Student Academic Support Fee	\$175.64	A
Student Health and Wellness Fee	\$34.26	A
Students' Union Dedicated Fees ¹	\$42.79	A
Students' Union Membership Fees	\$29.77	A
U-Pass Fee	\$148.00	B
Students' Union Health Plan	\$136.50	C
Students' Union Dental Plan	\$147.20	C
Total	\$1512.28	
PAW Centre Fee	\$27.00	D
Athletics and Recreation	\$82.00	D

NOTES

A- These fees are required

B- Students placed outside of the serviceable transit area for ETS, Strathcona County Transit, or St. Albert Transit, may opt out of the UPass. Students also registered in an on campus for credit course cannot have the UPass waived.

C- These yearly fees will be initially applied to all fulltime students, however students have the option to OPT OUT (not participate). Students must opt out prior to the deadline established by the Students Union.

D- These fees are NOT applied to students on Co-op work terms (registered in WKEXP courses). However, students have the option to OPT IN if they wish to continue to utilize

these services while on a work term. In order to opt in to these services please contact the Registrar's Office prior to the add/drop deadline for the term.

In addition, there is an application fee (payable when applying to the Co-op program) and a seminar and workshop fee (payable upon acceptance into the Co-op program). The application fee is \$50 and the seminar and workshop fee is \$150.

APPENDIX III – SECURITY CLEARANCE/CRIMINAL RECORD CHECKS

Security checks, including a criminal record check, may be required by an employer as a condition of employment. Students will normally be informed of the need for a criminal record check during the interview or upon receipt of a job offer. The employer will provide specific details and instructions regarding the requirements of their security clearance.

APPENDIX IV – STUDENT LOANS AND INTEREST FREE STATUS

Federal and Alberta Government student loans begin to accrue interest six months after a student ceases full time attendance at a post-secondary institution. If you have made use of student loans, you need to take the following steps to notify loan officials of the fact that you are considered a full-time student and are therefore entitled to interest-free status throughout the length of your Cooperative Education work terms. Failure to do so could result in your being asked to begin repayment on any outstanding loans. A student with loans who accepts an 8 month placement, after previously completing 8 months of work experience, may want to consult a Coordinator regarding the 913 WKEXP course registration timing. (Note that the interest free status is applicable when you are formally registered in a work experience course.)

1. Obtain "Confirmation of Enrollment" forms from the Student Connect Center (1st Floor, Administration Building). You require different forms for federal and provincial loans.
2. Identify yourself as a "Business Co-op Student" to the receptionist at the counter. Your forms will be signed at the **beginning** of the term to indicate that you are a full-time student.
3. Present the forms to your bank within 30 days of having been signed by the Office of the Registrar and Student Awards.

APPENDIX V – STUDENT STATUS, FINANCIAL CONSIDERATIONS & ABSENCES

Legal Status of Students During the Work Term

During a work term, the student is an employee of the placement employer and not an employee or agent of the University. In all matters relating to work activities, the student will be under the supervision and direction of the employer and not under the supervision and direction of the University. During the period a student is registered in a WKEXP course the student also maintains full-time student status at the University of Alberta.

Salaries, Benefits and Other Financial Considerations

Employers determine the salary paid to Co-op students and are responsible for the administration of salary payments and deductions. Generally, the student will receive vacation pay as part of his/her salary and will be eligible for statutory holidays following a thirty-day employment period in accordance with provincial legislation.

As short-term employees, students do not normally qualify for benefits such as health and medical coverage. The student is responsible for ensuring he or she has adequate medical coverage during the work term and may qualify for coverage through their parent's plan during Co-op terms provided they are considered dependents under the Plan regulations.

The Workers' Compensation Act covers major industries in Alberta. Other jurisdictions have similar legislation. If the employer is covered by the Worker's Compensation Act, student employees may be entitled to compensation benefits in the event of disability.

Income Taxes and Other Statutory Deductions

At the beginning of the work term the employer will ask the student to complete a TD1 form for income tax purposes. Employers are required to deduct income tax, Canada Pension and Employment Insurance premiums from employees.

The student will receive a T2202A tax form from the Office of the Registrar and Student Awards each year for tuition fees. Tax credits are available for amounts paid during the year as tuition (including work term tuition). The student is not eligible, however, for the monthly education or textbook tax credit while the student is on a Co-op work term. For example, a student who has one four-month academic term and two four-month work terms during a taxation year will be eligible for the education tax deduction for four months only.

Students who relocate for a work term may be able to claim an income tax deduction for moving expenses not reimbursed by their employer. For information on eligibility, please contact the Canadian Revenue Agency.

Vacation, Illness and Other Absences

Any request for time off should be discussed with the employer prior to commencement of the work term and arrangements to make up the time missed agreed to. Since work term placements are short term, employers are not expected to provide actual vacation time.

As a Cooperative Education student, any absences due to illness, compassionate leave, jury duty, etc. may mean a loss in pay, unless the student qualifies for employee benefits.

If the nature of the absence is such that it will interfere with the work term, the student should notify the Coordinator and Employer immediately.