

Guidelines for the Addition of a New Co-op to an Existing Program

As a result of the College's effort to provide work integrated learning (WIL) opportunities for our students, departments may propose new co-op option deliveries of their existing, previously-approved programs. When a program is proposing minimal changes to a Program of Study (POS), that include only the addition of co-op work term(s), the changes will be submitted through the 'Co-op Addition Only – Streamlined Program Modification' process.

Guidelines to support the addition of a co-op work term to an existing program, including requirements for approval, are listed in the sections below:

Step One: Schedule an Initial Consultation with the Cooperative Education Department

As one of the requirements for receiving co-op approval is a letter of confirmation from the Co-op Department, it is crucial that they are involved in the early stages of a Department's co-op planning. Early consultation with the Co-Op Department will help to clarify Canadian Association for Co-operative Education (CAFCE) best practices, draw on experience and existing placement opportunities, provide guidance to the Program Advisory Committee (PAC) with regard to co-op work-term hours and placement of the work-terms in the POS, and discuss challenges at the outset of the project.

At the end of the consultation process, the letter of confirmation provided by the Co-op Department will attest to the viability and quality of the co-op offering as a whole, by drawing on: the number of new co-op work term placements (often expressed through letters of support from relevant organizations solicited by both the academic area and the Co-op Department), existing co-op job postings on HireAC and other sites, labour market assessments, existing on-campus work term opportunities, applied research opportunities that align with co-op requirements, etc. These sources will contribute holistically to determining a suitable number of placements for proposed co-op work term(s).

Submission Requirements for Co-op Addition Only – Streamlined Program Modification

For a proposed change to an existing program that includes only the addition of co-op work terms, departments will complete the 'Program Modification - Co-op Addition Only Template', which includes:

1. A POS that clearly indicates the level(s) where the co-op work term(s) will take place, and the co-op hours proposed. Much of this will be discussed in the initial consultation with the Co-op Department.
2. A Motion of Support from the Program Advisory Committee (PAC) for the addition of co-op work term(s).
3. A letter of confirmation of support from the Co-op Department that may include and draw from the sources listed in **Step One** above. To determine a suitable number of placements for eligible co-op students, please see below:
 - a. Determination of a suitable number of placements for a co-op **option** should follow a general formula of a minimum of one quarter (25%) of all students in the level(s) of the program for which student eligibility for the co-op option would be determined.
E.g., If a co-op option is available between level 03 and level 04 of a program, eligibility is determined in level 02 and reconfirmed in 03. If there are 44 students in level 02, evidence of support would be a minimum of 11 placements/letters confirmed.
 - b. Requiring students to complete a **mandatory** co-op work term involves greater risk from both the employer demand and student success perspectives. With this in mind, determining a suitable number of placements for a mandatory co-op work term(s) should follow a tiered formula based on the number of students in co-op eligible-levels of the program. Please consult table 1 for minimum requirements:

Table 1: Tiered Formula for Mandatory Co-op Work Terms

# of students in Co-op-eligible levels	% of Co-op-eligible students	# of placements/employer commitments
1-40	50%	0.5-20
41-80	60%	25-48
81-120	70%	57-84
120+	80%	96+

E.g., If a co-op work term takes place between level 03 and level 04 of a program, eligibility is determined in level 02 and reconfirmed in 03. If there are 44 students in level 02, evidence of support would be a minimum of 26 placements/letters confirmed.

Co-op Addition Only Approval Process

The process diagram below (figure 1) identifies the internal and external approvals required to implement a new co-op option or mandatory co-op work-term in an existing program:



Figure 1: Co-op Approval Process

Departments should account for one full academic year when planning for the addition of a new co-op. One full academic year is typically required to complete the research, approvals, and implementation of a new co-op option or mandatory co-op in an existing program.