

Appendix A:

Eligibility Criteria for Applicants to Co-op

Students applying for Cooperative Education in their program of study must meet all of the following criteria:

- Be registered as a full-time student in a program offering a co-op component.
- Be registered in a course load that will complete all required courses for all levels preceding a scheduled work-term for the program.
- Have a Program Cumulative Grade Point Average (GPA) as set and calculated by the academic department. Achievement of this minimum does not guarantee admission into co-op. Please consult with your Faculty Program Co-op Coordinator for your program specific GPA requirement.
- Remain on cycle with the Program of Study. This is a “ONE TIME OPPORTUNITY” to apply and qualify. Please consult the Co-op Department or the Program’s Coordinator for additional details.
- Have passed all prerequisite courses in your program of study.

Students in Cooperative Education in their program of study must meet all of the following criteria at the time of placement:

- Is still registered in the co-op component of a program.
- Has completed all courses that precede the work-term on the program of studies, including the Co-op 1000: Professional Development for Co-op.
- Has maintained the required Program Cumulative GPA prior to the work-term.
- Adheres to the Student Terms and Conditions for Co-op Participation.
- Is legally entitled to work in Canada.
- Has paid all fees and is not encumbered.

Appendix B: Work-term Evaluation Criteria

A “P” for PASS will be awarded by the Academic Department to a co-op student if he/she fulfills all of the following:

- Completes the minimum number of required, paid, employment hours in the co-op work-term.
- Submits by the due date their “Student Learning Objectives”, approved by their supervisor, to the Cooperative Education Department.
- Obtains a PASS grade on their “End of Work-term Report”.
- Obtain a satisfactory rating in the “Overall Performance” section of their “End of Work-term Employer Evaluation”.
- Obtain satisfactory rating for all components of their “Work-term Consultation”.
- Submits a copy of their letter-of-offer, job description (if not on HireAC), and obtains approval for all documentation by the College prior to the start of the work-term.

Appendix C: Co-op Student Terms and Conditions of Participation

These terms and conditions have been designed to help both students and employers get the most out of the Algonquin College Cooperative Education Program.

Upon acceptance, and throughout your entire participation in the co-op program, I agree:

- To adhere to all “Cooperative Education TERMS and CONDITIONS of Participation”. Failure to adhere to these TERM and CONDITIONS will result in my removal from co-op.
- To follow the academic/work-term schedule as required by my co-op program and will seek approval if changes are required.
- To the payment of all Cooperative Education fees (non-refundable), as outlined on the Cooperative Education website.
- To maintain the minimum academic standards required to be eligible for co-op as set by the program, which typically includes a minimum GPA and course completion requirement. Achievement of these minimums does not guarantee admission into co-op.
- Conduct myself in a professional and ethical manner throughout the preparation, job search and work-term periods.
- I understand that my school email is the primary form of communication used by the Co-op Department to contact students regarding interviews, job offers, and other important information. I will check my AlgonquinLive email regularly and ensure my latest phone number is updated on the Algonquin College Student Information System ACSIS.
- That the Co-op Department may contact me through personal email and/or cell phone if required.

During my Cooperative Education Preparation Term, I agree to:

- Complete the “Preparation Semester” online learning course “Co-op 1000: Professional Development for Co-op.”
- Create a co-op specific resume and cover letter, as outlined in the “Professional Development for Co-op” online learning course and guidance from the Co-op Department.

- Attend a co-op orientation session to further understand the preparation, job search and work-term periods.
- Be registered as a full-time student in a program offering a co-op component.
- Maintain a full-time course load to ensure all courses preceding a scheduled co-op work-term will be successfully completed.
- If I develop my own co-op job opportunity, I will advise the Co-op Department within 5 business days prior to starting employment and submit all supporting documentation (job description, letter of offer) for approval of the co-op work-term. The College is under no obligation to approve work-terms that are deemed to be unsuitable.

During my Cooperative Education Job Search Semester, I agree:

- As co-op work-terms cannot be guaranteed, the likelihood that I secure a work-term is directly related to the effort I apply to my preparation and job search. I understand the necessity to apply for at least 20 co-op positions on HireAC, including those in locations outside of Ottawa.
- To respond to all job interview, meeting requests, and emails sent by members of the Co-op Department or their employers within 24 hours of the request.
- To attend all interviews and meetings for which I am invited until such time I have secured a work-term. Failure to do so may result in my removal from the co-op program. If I have completed an interview, and I no longer feel the opportunity is suitable for me, I will contact the Co-op Department within 24 hours to discuss my reasons. If appropriate, I will withdraw from the competition.

Appendix C: Co-op Student Terms and Conditions of Participation (cont'd)

- If offered a co-op position, I understand that I have 48 hours to confirm, in writing, that I will accept the position. If I don't respond within this timeframe, the position will be offered to the next candidate selected by the employer.
- If I am considering declining an offer, I will contact the Co-op Department immediately to discuss my reasons before declining. If the Co-op Department and student agree that declining is the best decision, declining any additional job opportunities will not be permitted. Declining any further offers will result in my withdrawal from the co-op program.
- Once I have accepted a co-op position, I will not apply to any other postings, interview with other employers, or accept a different job interview with other employers.
- Work-terms are paid employment and reflect the employer's salary scale and the student's level of training and experience. By accepting a work-term offer, I am agreeing to the salary as stated by the employer.
- Once I have accepted a co-op position (either verbally or in writing) or a self-developed work-term has been approved, I am committing to undertake and complete that work-term, as agreed, in its entirety. Leaving the work-term early may result in an unsuccessful work-term and be reflected on my transcript.
- Lead my search for employment opportunities including participating in the co-op process by proactively searching for employment outside of the opportunities listed on HireAC.
- Meet one-on-one with a Co-op Consultant (scheduled at the request of the student or Co-op Consultant).
- Digitally submit required employment documents in an expedient manner, including letter of offer and job description (if the job description is not already on HireAC).

During my Cooperative Education work-term I agree to:

- Complete the “Work-term Semester” online learning course on Brightspace.
- Limit my enrollment in academic courses to one course per work-term. Courses should take place outside of my employer’s business hours.
- Advise the Co-op Department of any work-term concerns/ issues which cannot be resolved successfully by both the student and the employer.
- Successfully complete all requirements as specified by the Co-op Department, such as assignments and evaluations. All assignments must be submitted on or before the deadline specified by the Co-op Department to earn academic credit for the work-term.
- Obtain approval from my employer to release my End of Work-term Report or other relevant assignment(s), to the College for evaluation.
- Work the entire agreed upon duration of the work-term.

- Conform to company policies and procedures and follow safety rules explicitly.
- Advise the Co-op Department if there are any decisions or requested changes to my work-term.

Legal and Safety Issues:

- The co-op program must know my immigration status in Canada for the purposes of ensuring that I am working legally and for advising potential employers who may have hiring restrictions.
- **For International Students:** I must apply for and receive an Employment Authorization (co-op work permit) before the first day of my work-term, which will legally entitle me to work in Canada on a registered work-term, and as an International Student I must apply for and receive a Social Insurance Number in order to work in Canada.

Appendix C: Co-op Student Terms and Conditions of Participation (cont'd)

Freedom of Information and Privacy:

Algonquin College is committed to respecting your privacy and protecting your personal information. In accordance with Section 39 (2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990,c.F.31, this is to advise you that your personal information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, c. 8, Schedule F, and may be used and / or disclosed for administrative, statistical and /or research purposes of the College and/ or ministries and agencies of the Government of Ontario and the Government of Canada.

By selecting “I agree”, I understand that personal information of co-op students may be exchanged with employers, Workplace Safety and Insurance Board, social services agencies or other government agencies as required for the purpose of assisting student in obtaining work experience. This includes but is not limited to, Academic records, Academic eligibility, Resumes, Work permit (if required), Work-term reports, Employer evaluations, interview postings and or interview results.

**Algonquin College will only exchange the minimum amount of information necessary to assist the student in obtaining co-op work experience or graduate jobs.*

I have read the above terms and conditions of participation in the Algonquin College Cooperative Education Program and I agree to adhere to them during my participation in the program. I understand that the College reserves the right to take appropriate action, such as withdrawal from the co-op program, in the event that I do not adhere to the above terms and conditions, as well as all Algonquin College Policies, including policy SA07: Student Conduct. If I have any questions about this agreement, I will discuss them with the Co-op Department.

KEY DATES

Fall Co-op Work-term

September – December

Winter Co-op Work-term

January – April

Summer Co-op Work-term

May – August

CONTACT

Co-op Department

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CO-OP WORK-TERM ASSIGNMENTS

Supervisor and Work-term Details

Week 1

Letter of Offer

Week 2

Student Learning Objectives

Week 2

Student Work-term Consultation

Week 6

Employer Work-term Consultation

Week 6

End of Work-term Student Self-Assessment

Week 15

End of Work-term Employer Evaluation

Week 15

End of Work-term Report

Week 15

