

Co-op Handbook

FACULTY



Mission

To transform hopes and dreams
into lifelong success.





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6.

Co-op
Program
Overview



Co-op is the premier form of work-integrated learning available to post-secondary students in Canada. It is a pedagogical approach whereby students come to learn from the integration of experiences in educational and workplace settings (Billett, 2009). The key outcome of Co-op education is the learning that takes place both in-class, and at work.

The usual format is for students to alternate study terms with paid, four-month work-terms. Co-op is a partnership involving students, employers and the College and provides students with work experience to complement their academic training. Refer to Appendix B for a list of Algonquin College programs that currently have a co-op offering.

CO-OP PROGRAM OVERVIEW

Work-Integrated Learning Comparison

	CO-OP AT ALGONQUIN COLLEGE	HIGH SCHOOL CO-OP	CLINICAL PLACEMENT/PRACTICUM	FIELD PLACEMENT	CAPSTONE PROJECTS
DURATION	14+ WEEKS	VARIED	VARIED	VARIED 16 WEEKS OR LESS	1-2 TERMS
PAID?	YES	NO	NOT NORMALLY	NOT NORMALLY	NO
PT/FT	FULL-TIME	PART-TIME	VARIED	VARIED	PART-TIME
SEPARATE/ CONCURRENT	SEPARATE	CONCURRENT	VARIED	VARIED	CONCURRENT

Why We Love Co-op

WHY STUDENTS LOVE CO-OP

On The Job Learning

Students gain valuable experience and skills that employers seek such as problem solving, communication and leadership.

Make Money Between Academic Semesters

Algonquin College co-op students typically earn approximately \$10,000+ per work-term.

Co-op Grads Can Earn More

Within the first 2 years of graduating, co-op students can earn \$2,000 – \$8,000 more than graduates without a co-op experience. (Walters & Zarifa, 2008).

Build Industry-Specific Career Connections

Develop relationships within their industry by working in a full-time, paid job related to their program.

WHY EMPLOYERS LOVE CO-OP

Well-trained Students

Co-op students bring fresh perspectives and new business solutions into the workplace.

Access Funding Opportunities

Access to the Ontario Co-op Education Tax Credit, and other funding opportunities.

Year-round Availability

Students are available year-round to fill immediate needs.

A Great Succession Planning Tool

Employers can evaluate co-op students in a work environment before making a permanent job offer.

WHY COLLEGES LOVE CO-OP

Attracts Enthusiastic & Driven Students

Cooperative Education attracts the country's top students that are willing to accept a challenge.

Encourages Collaboration

Contacts between the College and employers encourage College-industry collaboration.

Student Success

97% of Algonquin College students who complete at least one co-op work-term are either retained and/or graduated.

Provides Feedback

Faculty benefit from student and employer feedback regarding the curriculum and understand the changing needs of the industry.

10.

Faculty Roles and Responsibilities

Algonquin College faculty play a key role in the operations, learning and success of our co-op students. There are a few areas where faculty take a leadership role in the co-op program as detailed below.

- 1. Determining Eligibility for Co-op**
- 2. Approving Co-op Applications**
- 3. Changing a Co-op Student's Program Progression**
- 4. Marking Work-term Assignments**
- 5. Submitting Grades**
- 6. Assisting with Student and Employer Engagement (when needed)**



1. DETERMINING ELIGIBILITY FOR CO-OP

Each program or department can set its own standards for co-op eligibility, but the most commonly used standards at this time are:

- Be registered as a full-time student in a program offering a co-op option.
- 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) of typically 2.70 (B-) or greater, as calculated by the academic department. Achievement of this minimum does not guarantee admission into co-op (see Selection Criteria below). Please inquire about the specific GPA for your program with the Co-op coordinator.
- Register in a co-op orientation.
- Remain on cycle with their Program of Study. Students are asked to consult with their Program Coordinator for additional details.
- Have passed all prerequisite courses in their program of study.

The normal process for determining co-op eligibility is to check a student's academic record at the time they first apply for co-op. Students are normally invited to apply two semesters before their first work-term. This means that initial acceptance into co-op will be based on only one or two academic terms, depending on the program progression. Once accepted into the co-op stream of a program, students are expected to maintain eligibility. Reviewing eligibility means looking on Genesis for:

- Completion of all program courses to date.
- A cumulative GPA of 2.7 or better.
- Registration in courses for the next/current semester.

The frequency and timing of checks on eligibility are up to each department but may include:

- **2 semesters prior to the first work-term** – students meeting eligibility are accepted into the co-op stream.

- **1 semester prior to the first work-term** – students who no longer meeting eligibility are either warned and encouraged to mitigate missing requirements, or informed they no longer meet eligibility and are told to return to the academic stream of their program.
- **Immediately prior to the first work-term** – students no longer meeting eligibility are either:
 - Told they no longer meet the requirements, and must return to academic studies, or
 - If they have already been offered a job from an employer, told they can continue with that employer only, and cannot return to the pool of jobs for future work-terms unless any deficits are mitigated.

2. APPROVING CO-OP APPLICATIONS

After the application portal closes, the program’s Co-op Coordinator is required to sign-in to HireAC and review all applications and approve students. Using the following steps:

1. Login to HireAC.
2. Go to the co-op tab on the left of the page and select “Admissions”.
3. In the Admissions section you will find a list of the students who have applied to co-op for each selected term.
4. Select the program the student is registered in from the drop down option and then select all of the students you wish to approve.
5. Scroll down to the “Update Selected Status” section.

6. From the drop down option:
 - a. Select “Co-op Record Created (Approved) (Last Status)” if you choose to accept the student into co-op.

UPDATE SELECTED STATUS

Select the users you want to update, select the status you want to change the application to and click on update.

-select status- [v]

Update

-select status- [v]

- Co-op Record Submitted (First Status)
- Co-op Record Created (Approved) (Last Status)
- Co-op Record Declined

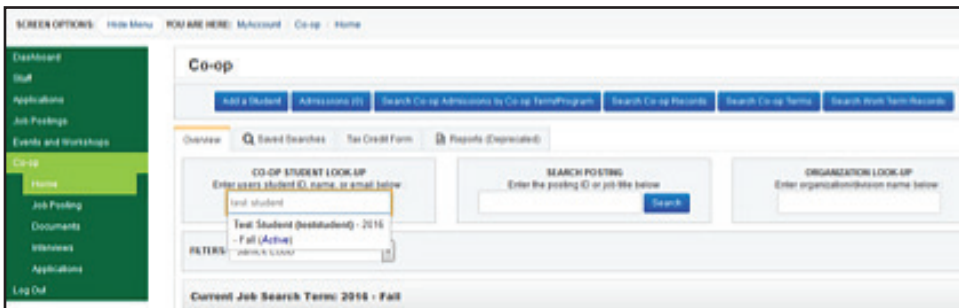
Update

- b. Select the “Co-op Record Declined” if you choose not to accept the student into co-op.
7. When you select approved the “Default Sequence” will appear, this is based on the normal program progression and you will have to select the specific program progression. To confirm select “Update”.

3. CHANGING A CO-OP STUDENT'S PROGRAM PROGRESSION

If requested, faculty have the ability to review, approve and change a co-op student's designated program progression:

1. On HireAC, enter the students name in the "Co-op Student Look-up".



2. Select the student's name from the drop down.
3. Once you are in the student's file, find the "Co-op Sequence" on the bottom-right hand.

- Select “Edit Sequences”.

CO-OP SEQUENCE		
Term	Type	
2016 - Fall	S-1-Study	
2017 - Winter	S-2-Study	
2017 - Spring/Summer	S-3-Study	
2017 - Fall	W-1-Work	Create WTR

Edit Sequences

- From here you will edit the sequence to match the student’s progression and click “Save”.

EDIT SEQUENCES			
Actual Term	Term Label	Term Type	Custom Label
2016 - Fall	S-1	Study	N/A
2017 - Winter	S-2	Study	N/A
2017 - Spring/Summer	S-3	Study	N/A
2017 - Fall	W-1	WORK	N/A

Delete Term From Sequence

Save Append 2018 - Winter

4. MARKING WORK-TERM ASSIGNMENTS

Faculty mark the following assignments on a pass or fail basis when the students are on their work-term semester:

1. Student Learning Objectives – Review & approve
2. Employer Work-term Consultation – Review & approve
3. Student Work-term Consultation – Review & approve
4. End of Work-term Report – Mark & provide grade (P/F)
5. End of Work-term Student Self-Assessment – Review & approve
6. End of Work-term Employer Evaluation – Review & approve

5. SUBMITTING GRADES

At the end of the work-term semester, faculty can go onto HireAC and Brightspace to submit their grades. All assignments are marked on a pass or fail basis.

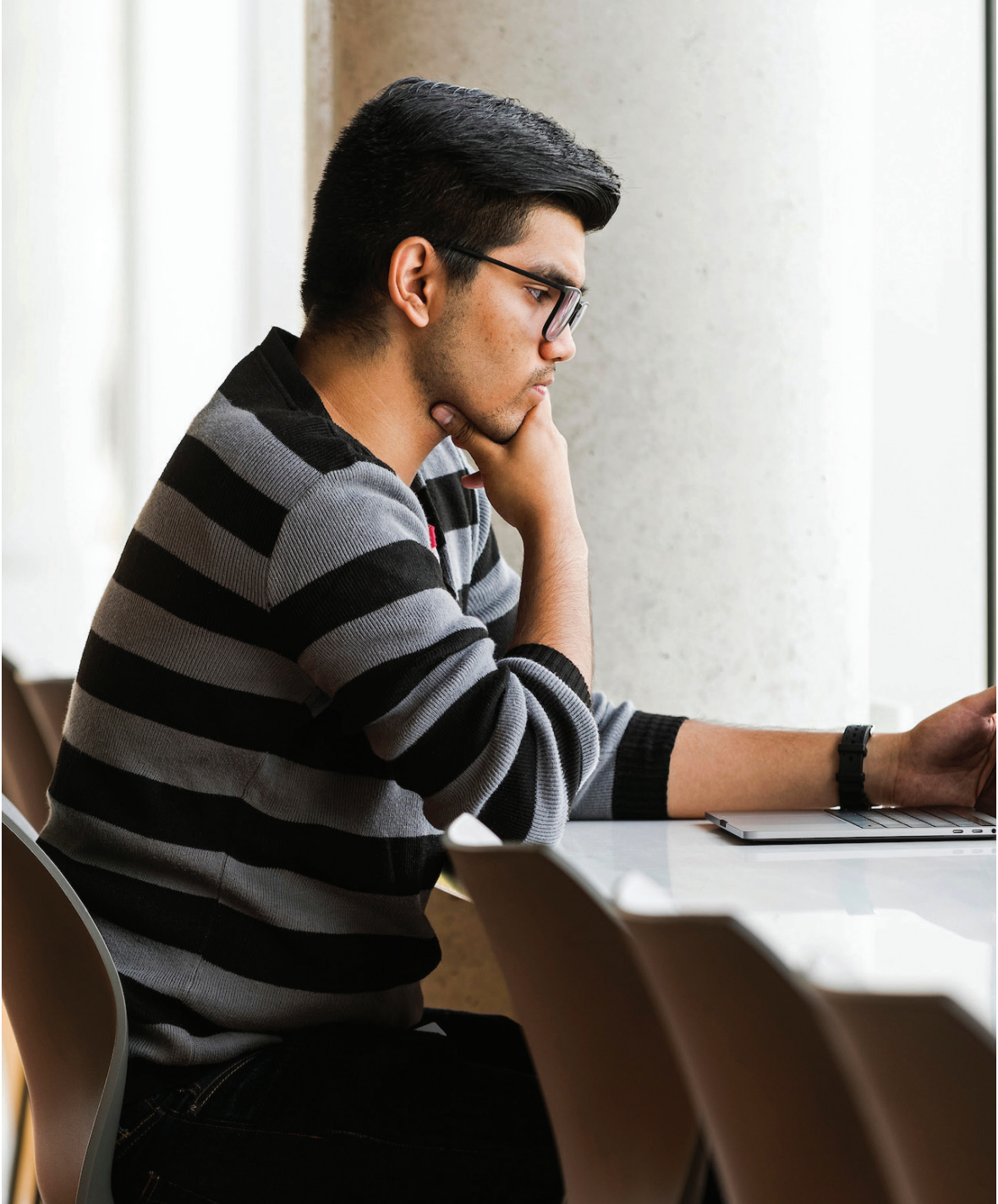
Co-op grades are due for each work-term at the regularly scheduled grade deadlines established by the College.

On HireAC, faculty will go to the Co-op Dashboard within the selected term and review all student assignments. Faculty will change the status of the grades from **“Pending”** to **“Approved”** or **“Declined”**.

Once the status of the student’s grades have been manually changed in HireAC, the faculty member will need to assign the student with a passing or failing grade in Brightspace.

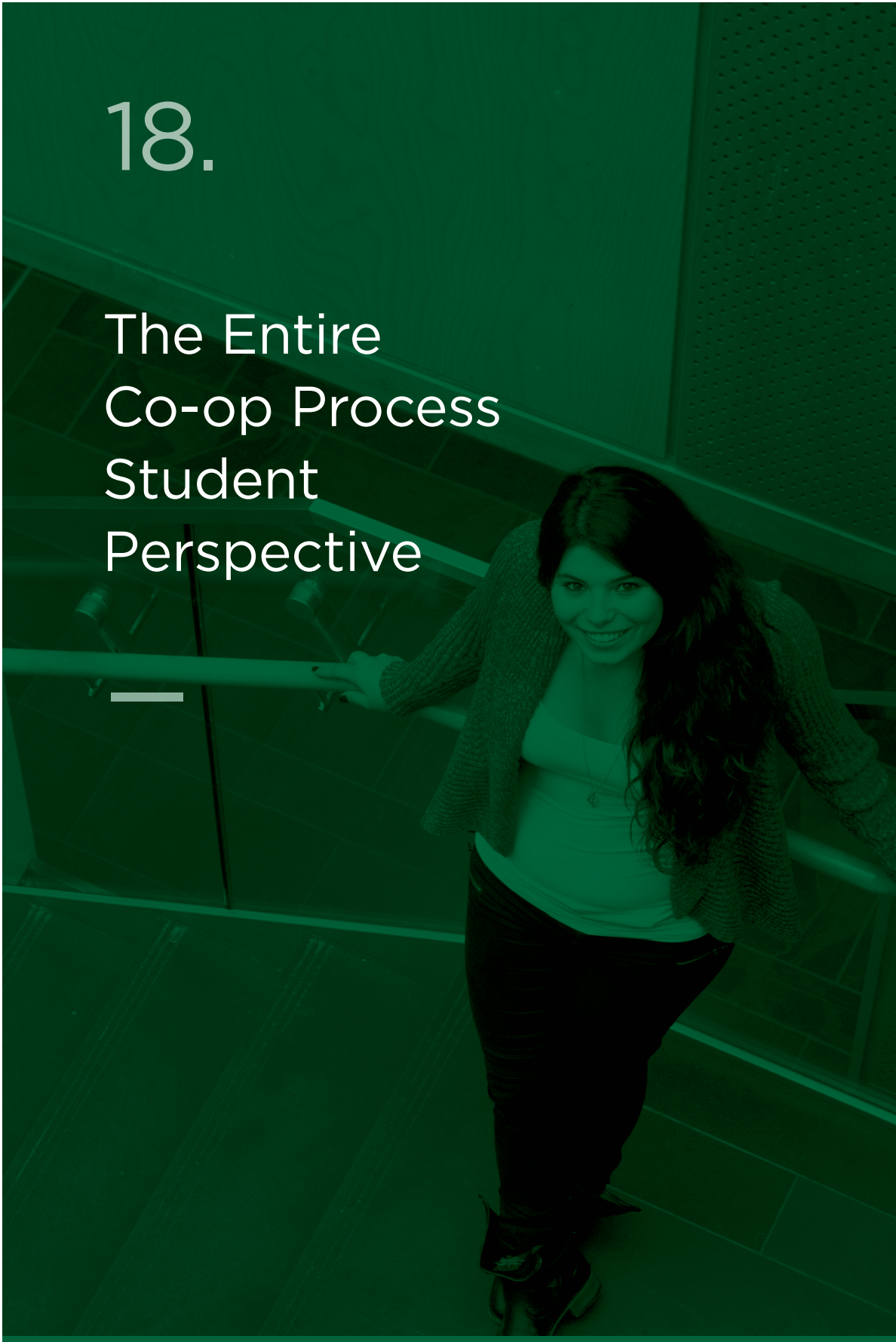
6. ASSISTING WITH STUDENT AND EMPLOYER ENGAGEMENT (WHEN NEEDED)

- Help generate a list of potential employer contacts.
- Reaching out to their own contacts in the industry.
- Providing class time for Co-op Consultants to conduct class visits and discuss co-op.
- Reviewing and approving any off-cycle students or those who require support.
- Encouraging students to regularly engage with the Co-op Department activities.



18.

The Entire
Co-op Process
Student
Perspective



This section has been included to provide insight into the student experience through co-op. Ideally, knowing this will help Algonquin employees respond to student questions regarding co-op.

The Cooperative Education Department of Algonquin College acts as a catalyst between the student, the employer, and the participating academic departments and provides support to ensure an efficient implementation of the co-op process. It seeks employer participation, student participation, co-op opportunities and monitors work-term performance.

20.

The Application Process

Students apply for co-op in their program of study 8 months before their first work-term using an application on HireAC. When the application portal on HireAC is open, students will be notified by email and provided with instructions on how to apply. The application portal will be open for one-two weeks at the beginning of each semester. After the application portal is closed, the Program Coordinator will be asked to approve all co-op applications within 2 days. Students in mandatory co-op programs will be enrolled automatically and do not need to apply.

ELIGIBILITY REQUIREMENTS

To be considered for admission to the Cooperative Education option of a program, students must meet the established eligibility criteria set by each program (see Appendix A). All applications are assessed and approved, on an individual basis, by the academic Co-op Coordinator and a Co-op Department representative.

CO-OP APPLICATION TIMELINES

Three application periods take place throughout the calendar year which provides eligible students with the opportunity to apply for co-op if their program has a co-op option. To apply students complete the online co-op Application on HireAC. During the first week of classes, the co-op application window will be open to for students to apply two full semesters BEFORE they are scheduled to begin their work-term.

CO-OP APPLICATION PERIODS		
WINTER TERM Week of 11-13 of the previous Winter term	SUMMER TERM Week of 1-2 of the Fall term	FALL TERM Week of 1-2 of the Winter term

PROGRAM COST

The cost of co-op operations is paid for by the College and the co-op fees paid by the student. The fee for each work-term is \$519. Based on a student satisfaction survey, students indicated that they would prefer to pay this in three installments.

TOTAL COST PER WORK-TERM \$519		
PREPARATION TERM \$173	JOB SEARCH TERM \$173	WORK-TERM \$173

THE APPLICATION PROCESS

There is an exception to this fee schedule, due to some unique program progressions:

1. Students in the BHTM Concurrent co-op pilot program will be assessed one installment of \$519. If students will be continuing their co-op work-term into the Spring 2018 semester (May - August) they will be assessed the UPASS fee and the Students' Association fee.

STUDENT CO-OP WITHDRAWAL

If a student wants to completely withdraw from their co-op experience during the term, they must complete a **Request for Co-op Status Change Form on the co-op website.**

Important: All co-op fees are non-refundable.



24.

Preparation Term

The preparation term helps students to get ready for their job search term and enables them to be successful in securing a co-op work-term. Co-op Consultants conduct class visits in the first two weeks of the semester to provide students with more information on the co-op program. Typically, during the third week of the semester, program-specific orientations are held and are mandatory for students to attend.

International students enrolled in the co-op program are required to have a valid co-op work permit before starting their work-term. Students are encouraged to start the application process in their preparation term. Please refer to Appendix C for more information on this process.

Brightspace Online Learning Course – Co-op 1000: Professional Development for Co-op

Prior to participating in a co-op work-term, students complete readings and activities in the Professional Development for Co-op online course.

TO HELP IN YOUR PREPARATION TERM, YOU WILL BE COMPLETING THE ONLINE LEARNING COURSE ON BRIGHTSPACE:

INTRODUCTION TO THE COOPERATIVE EDUCATION PROGRAM

Identify the benefits of the co-op program, review important dates of co-op deliverables, learn how to use HireAC and review the Cooperative Education Terms and Conditions for Participation

RECOGNIZING YOUR STRENGTHS

COMMUNICATING YOUR STRENGTHS

PREPARATION FOR INTERVIEWS

ESSENTIAL STEPS OF A SUCCESSFUL JOB HUNT

WORKPLACE ETHICS AND RESPONSIBILITIES

BY THE END OF THE PREPARATION SEMESTER, YOU WILL HAVE COMPLETED THE FOLLOWING ASSIGNMENTS:

ATTENDED AN ORIENTATION SESSION

During the first month of your preparation semester, you will be invited to attend an orientation session with a co-op representative.

UPLOADED RESUME

You will upload your resume to HireAC by the end of week 8 of the semester. Co-op Consultants review all resumes and provide feedback to you before being released to view co-op jobs on HireAC.

COMPLETED “CO-OP 1000 PROFESSIONAL DEVELOPMENT COURSE”

Reviewed readings and completed required activities.

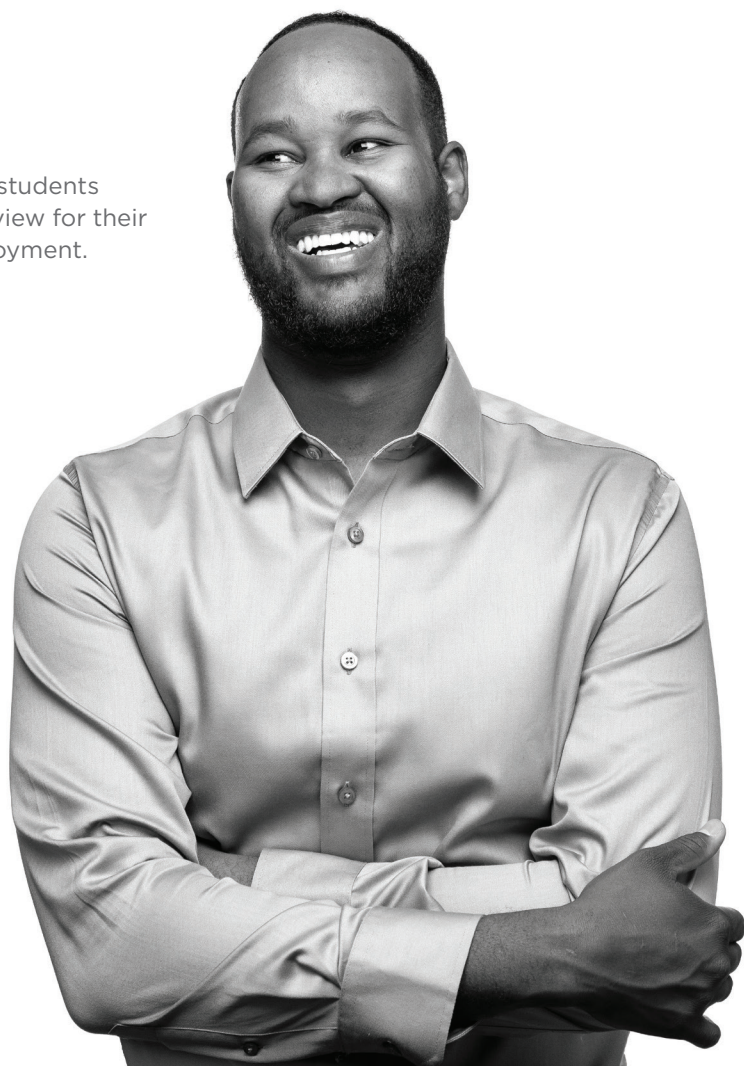
STARTED YOUR JOB SEARCH

Listed the top 10 companies you would like to work for, then began to reach out to those companies

26.

Job Search Term

In the job search term, students apply to jobs and interview for their co-op work-term employment.



Co-op Job Search Tasks

BY THE END OF THE JOB SEARCH TERM, YOU WILL HAVE COMPLETED THE FOLLOWING TASKS:

REFRESH YOUR KNOWLEDGE

Review your materials from your Co-op Preparation semester and complete optional readings. You will continue to have access to the Coop1000: Professional Development for Co-op course.

ATTENDED CO-OP WORKSHOPS

You are encouraged to take advantage of regular co-op workshops held on campus to help you secure co-op employment. You can book your spot on HireAC under “Events and Workshops”.

JOB SEARCH

You are asked to check for new jobs on HireAC daily. Applying for more than 20 jobs increases your chance of securing a work-term employment. A good target is to apply for 20% of jobs offered on HireAC.

CHECKED ALGONQUIN EMAIL REGULARLY

You will be contacted with interview requests, updates and job offers through your AlgonquinLive student email. You are encouraged to check your email every day.

JOB SEARCH

Students are asked to check for new jobs on HireAC daily. Applying for more than 20 jobs increases the student’s chance of securing work-term employment.

industry professionals and showcase their skills, including workshops on “Using LinkedIn” and “Job Search and Networking Skills”.

SELF-DIRECTED JOB SEARCH

Co-op students are also encouraged to conduct a self-directed job search by approaching employers who may not have posted jobs on HireAC. The Co-op Department has resources available to help students approach

CHECK ALGONQUIN EMAIL REGULARLY

Students are contacted with interview requests, updates and job offers through their student email. They are encouraged to regularly check their emails throughout the day, everyday.

CO-OP JOB INTERVIEWS

The Co-op Placement Coordinator reaches out to students and employers to coordinate interviews. Many interviews are held on-campus to provide convenience for the students and the employer. However, some employers prefer to host interviews at their location, over the phone or by Skype.

After an employer has completed interviews, they will inform the Co-op Placement Coordinator of their preferred candidate(s). The Co-op Placement Coordinator will then extend the offer to the student(s) and provides 48 hours to confirm their acceptance. In order to maintain relationships the College has developed over the years, students are only permitted to decline one offer per job search semester.

Once a student has accepted a co-op position, they are not permitted to apply to any other postings, interview with other employers or accept another offer.



30.

Work-term

During the work-term, students are working full-time and are required to complete a series of assignments throughout the semester in order to receive an academic credit.



Brightspace – Co-op Work-term Course

In your co-op work-term, you will begin using a new Brightspace course specific to your program of study and co-op semester. This is where you will upload your End of Work-term Report.

IN YOUR CO-OP WORK-TERM, YOU WILL BE COMPLETING THE FOLLOWING TASKS OUTLINED IN YOUR ONLINE LEARNING COURSE:

INTRODUCTION TO WORK-TERM AND DELIVERABLES

Review the key dates of when all your co-op assignments are due for your work-term.

DEVELOPING SMART LEARNING OBJECTIVES

Set specific, measurable, attainable, realistic, and timely (SMART) learning objectives for your co-op work-term after you review and assess your skills, strengths, and weaknesses.

REFLECTIVE LEARNING

During your co-op work-term, you will reflect upon your experiences, identify what you have learned, and where you would like to improve.

PREPARING FOR A WORK-TERM CONSULTATION

Complete an online work-term consultation and review with your employer to assess your abilities, skills and where you can improve in your co-op work-term.

PREPARING FOR AN END OF WORK-TERM REVIEW

Complete an end of work-term review with your employer to assess your abilities, skills and how you have improved in your co-op work-term.

WRITING YOUR END OF WORK-TERM REPORT

Write a short report that includes a brief description of your experiences during your co-op work-term and how it connected with what you learned in the classroom.

Co-op Work-term Assignments

SUPERVISOR AND WORK-TERM DETAILS

The student is required to add their supervisor's contact information to HireAC, to ensure the Co-op Department can contact the employer for a work-term consultation and send them the End of Work-term Evaluation.

LETTER OF OFFER

Students are asked to upload their Letter of Offer, Job Contract or Confirmation of Co-op Work-term Form to HireAC by the first week of their work-term.

STUDENT LEARNING OBJECTIVES

The student must write a series of learning objectives and submit on HireAC. These objectives allow the students to understand what they would like to learn, and the professional skills they would like to develop.

STUDENT WORK-TERM CONSULTATION

The student is asked to complete a Student Work-term Consultation on HireAC to evaluate their performance during the co-op work-term and review their accomplishments.

EMPLOYER WORK-TERM CONSULTATION

The student's co-op supervisor is sent an online Employer Work-term Consultation by email to evaluate their progress in the work-term. This consultation also allows for an in-person visit or a phone call.

END OF WORK-TERM STUDENT SELF-ASSESSMENT

The student will complete an End of Work-term Self-Assessment close to the end of the work-term to rank their abilities and skills.

END OF WORK-TERM EMPLOYER EVALUATION

The student's supervisor is emailed an End of Work-term Evaluation to evaluate their overall performance in the work-term.

END OF WORK-TERM REPORT

Students are required to write and submit an End of Work-term Report that reflects on what they learned in their co-op work-term and how it connected with what they had learned in the classroom.

Job Termination

Employers have the right to dismiss a co-op student for just cause at any time during a scheduled work-term.

ROLES AND RESPONSIBILITIES

1. Students

- a. Students who are terminated/dismitted by their employer must contact their Co-op Department immediately.

2. Academic Department

- a. In the cases where the termination/dismittal of a student is upheld, advise the student on their academic options.

3. Cooperative Education Department

- a. Meet with the student, employer and the academic advisor to assess/review the circumstances surrounding the dismissal.

- b. Assist, if required, the student and the employer in resolving the issues that have resulted in the dismissal of the co-op student.
- c. In the event that the termination/dismittal is upheld for just cause the student will be withdrawn from co-op.

The student's grade/credit for the work-term will be determined as a result of the assessment into the circumstances surrounding the termination/dismittal.

LIABILITY FOR TERMINATION/DISMISSAL

Algonquin College and its employees shall not be held liable or responsible in any way for losses incurred due to a termination/dismittal from a co-op employment. This also applies to College initiated withdrawals from co-op.

34.

Co-op Support

The Co-op Department solicits and advertises employment opportunities for co-op students with business, industry and government employers. The department also provides comprehensive career development services to co-op students, including:

- Online employment preparation Brightspace modules.
- Individual resume, cover letter and interview counseling.
- Helping students with job search techniques.
- Providing students with information on the security clearance process (see Appendix E for more details).
- Advising students on effective self-marketing strategies.
- Individual consultations, performance evaluation and career planning.
- Providing job-search resources; i.e. directories, company profiles, reference materials.
- Basic guidance for international employment opportunities.
- Facilitating student application and selection process; including advertising job openings, sending applications, arranging interviews, and work-term monitoring.

- Assist employers in navigating and understanding the financial opportunities available to help pay for a co-op student (see Appendix F for more details).
- Providing guidance to employers on the market rate of pay for co-op positions that will help attract the top talent students (see Appendix D for more details).
- Maintaining professional relationships with employers.
- Mediation between employers and co-op students when necessary.
- Providing industry feedback to the College for curriculum and program planning.
- Developing promotional materials.
- Continuous improvement of policies and procedures related to Co-op programs.
- Ongoing preparation workshops.
- And more!

The Co-op Department, although committed to assisting all co-op students to secure an appropriate work-term, cannot guarantee students will obtain a co-op job. The Co-op Department provides postings of available employment opportunities. Students are encouraged to conduct an independent job search as well. Some employers prefer to be approached by students directly and some deal with the Co-op Department exclusively.

All job offers are also conditional upon co-op applicants meeting eligibility criteria in the co-op option of their program of study.

Co-op Workshops

Co-op workshops are offered year-round and held multiple times throughout the semester. Students can sign-up on HireAC under “Events and Workshops”.

RESUME AND COVER LETTER

Students learn tips and tricks on how to structure and fine-tune their co-op resume and cover letter. This session will help students improve their resume and cover letter writing skills and help them secure co-op employment.

LINKEDIN

LinkedIn is a great online tool to help students connect with industry professionals, promote their skills and stay informed with the latest trends. Students learn best practices on creating and improving their LinkedIn profile. Students discover how to showcase your skills, manage your online brand and use their LinkedIn profile in their co-op job search.

JOB SEARCH AND NETWORKING SKILLS

Building networking skills opens students to other avenues to be successful in their co-op job search. Students learn how to find networking opportunities, personalize their elevator pitch, and develop a job search strategy.

MOCK INTERVIEW SKILLS

Students learn how to best prepare for an interview reviewing the four stages of a typical, professional interview. Students find out how to improve their communication skills, develop interview response strategies, and ask good questions in an interview situation.



38.

Contact Information

Room E345
(Robert C. Gillett Student Commons)
Email: coop@algonquincollege.com
Twitter: [@AlgonquinCoop](https://twitter.com/AlgonquinCoop)
Phone: 613-727-4723 Ext 7623

David Hall
Manager
David.Hall@algonquincollege.com
Ext 5930

The Manager is responsible for the leadership and operational management of the Cooperative Education Department and serves to help connect Algonquin College students with industry professionals for program-related co-op employment.



<p>Matt Wheatley Stakeholder Relations Lead Matt.Wheatley@algonquincollege.com Ext 5928</p>	<p>The Stakeholder Relations Lead acts as change agent to lead and implement continuous improvement initiatives in the co-op department, and in the greater College community. Matt assists co-op students in preparing for the world of work, and also develops new employer relationships while servicing and growing existing ones. He markets the co-op programs which results in securing and maintaining sufficient and appropriate paid, program-related employment opportunities for college students participating in co-op programs and providing support to students and employers in the workplace.</p>
<p>Sabir Mufti Industry Account Manager Sabir.Mufti@algonquincollege.com Ext 6993</p>	<p>Sabir works directly with our industry partners to help meet their HR needs with co-op students from Algonquin College.</p>
<p>Mark Weir Industry Account Manager Mark.Weir@algonquincollege.com</p>	<p>Mark works directly with our industry partners to help meet their HR needs with co-op students from Algonquin College.</p>
<p>Glenn MacDonald Co-op Student Advisor Glenn.MacDonald@algonquincollege.com Ext 6244</p>	<ul style="list-style-type: none"> • Architectural Technician • Architectural Technician - Weekend • Architectural Technology • Bachelor of Building Science (Honours) • Bachelor of Building Science - Bridging Program • Biotechnology Advanced • Cabinetmaking and Furniture Technician • Computer Engineering Technology-Computing Science • Computer Programmer • Powerline Technician

CONTACT INFORMATION

<p>Ashoka Patel Co-op Student Advisor Ashoka.Patel@ algonquincollege.com Ext 6484</p>	<ul style="list-style-type: none"> • Bachelor of Commerce (eSCM) • Bachelor of Hospitality and Tourism Management (BHTM) • Business Administration – International Business • Business Administration – Materials and Operations Management • Computer Systems Technician • Mechanical Engineering Technology
<p>Tetyana Semenovych Co-op Student Advisor Tetyana.Semenovych@ algonquincollege.com Ext 5101</p>	<ul style="list-style-type: none"> • Bachelor of Interior Design • Building Construction Technician • Civil Engineering Technology • Computer Engineering Technology-Computing Science • Computer Programmer • Construction Engineering Technician • Construction Engineering Technician – Weekend • Interactive Media Design • Internet Applications and Web Development • Welding and Fabrication Techniques
<p>Janice Pitcher Co-op Placement Coordinator Janice.Pitcher@ algonquincollege.com Ext 7456</p>	<p>The Co-op Placement Coordinator enables the co-op process once the job posting arrives. This position posts opportunities to HireAC, monitors applications, reaches out to students and employers to coordinate interviews, extends job offers submitted by employers, and maintains accurate records in the Co-op database.</p>
<p>Engin Arslan Co-op Technical Support Coordinator Engin.Arslan@ algonquincollege.com Ext 6543</p>	<p>The Technical Support Coordinator plays the lead role in the technical support of HireAC, Brightspace, and the Co-op Website. This position also maintains accurate records and liaises with other College departments to ensure students are registered in their co-op experience.</p>

Alicia Gibson

Co-op Office Administrative Assistant
Alicia.Gibson@algonquincollege.com
Ext 7097

The Administrative Assistant acts as the nucleus of the department ensuring smooth day-to-day operations for all staff members, students and employers. This position also maintains accurate records in HireAC, produces correspondence with stakeholders, and is responsible for weekly reporting and work on special projects.

- Geographic Information Systems (GIS)

Elicia Kirk

Communications & Marketing Officer
Elicia.Kirk@algonquincollege.com
Ext 6929

The Communications and Marketing Officer plans, executes, and evaluates all marketing and communications initiatives for the Co-op Department. Activities include social media, events, employer outreach, AC employee engagement, and regular communication with college students.

Pembroke Co-op Department

613-735-4700 x2814
coop Pembroke@algonquincollege.com
www.algonquincollege.com/pembroke/coop

Appendix A: Co-op Eligibility Requirements

Students applying for the Cooperative Education option of 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 option.
- Be registered in a course load that will complete all required courses for all levels preceding a scheduled work-term for the program.
- Have achieved the Program Cumulative Grade Point Average set by the program of study. Achievement of this minimum does not guarantee admission into co-op.
- Register in a co-op orientation.
- Remain on cycle with their Program of Study. This is a “ONE TIME OPPORTUNITY” to apply and qualify. Students are advised to consult with the Co-op Department or the Program Coordinator for additional details.
- Have passed all prerequisite courses in their program of study.

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

- Is still registered in the co-op option of a program.
- Has completed all courses that precede the work term on the program of studies, including the co-op preparatory course.
- Has maintained the required Program Cumulative GPA prior to the work-term.
- Adheres to the “Student Terms and Conditions for Co-op Participation” (see Appendix G).
- Is eligible to work in Canada.

Appendix B:

Algonquin College Co-op Programs

OPTIONAL COOPERATIVE EDUCATION PROGRAMS

	AVAILABILITY		
	SUMMER	FALL	WINTER
<u>Architectural Technician/TEchnology</u>	✓		
<u>Biotechnology Advanced</u>	✓		
<u>Building Construction Technician</u>		✓	
<u>Business Administration - International Business</u>	✓		
<u>Business Administration - Supply Chain and Operations Management</u>	✓		
<u>Business - Agriculture</u>	✓		
<u>Business Intelligence Systems Infrastructure</u>	✓		
<u>Cabinetmaking and Furniture Technician</u>		✓	
<u>Civil Engineering Technology</u>	✓		
<u>Computer Engineering Technology – Computing Science</u>	✓	✓	✓
<u>Computer Programmer</u>	✓	✓	✓
<u>Computer Systems Technician</u>	✓	✓	✓
<u>Construction Engineering Technician</u>	✓		
<u>Electrical Engineering Technician/Technology</u>	✓	✓	
<u>Energy Management</u>	✓	✓	
<u>Environmental Management and Assessment</u>	✓		✓
<u>Geographic Information Systems</u>		✓	
<u>Interactive Media Design</u>	✓		✓
<u>Interdisciplinary Studies in Human-Centred Design</u>	✓		
<u>Internet Applications and Web Development</u>		✓	✓

OPTIONAL COOPERATIVE EDUCATION PROGRAMS

	AVAILABILITY		
	SUMMER	FALL	WINTER
<u>Mechanical Engineering Technology</u>	✓	✓	✓
<u>Powerline Technician</u>	✓		
<u>Regulatory Affairs - Sciences</u>	✓	✓	
<u>Technical Writer</u>	✓		
<u>Welding and Fabrication Techniques</u>		✓	

MANDATORY COOPERATIVE EDUCATION PROGRAMS

	AVAILABILITY		
	SUMMER	FALL	WINTER
<u>Bachelor of Automation and Robotics (Honours)</u>	✓	✓	✓
<u>Bachelor of Building Science (Honours)</u>	✓		
<u>Bachelor of Commerce (e – Supply chain Management) (Honours)</u>	✓	✓	✓
<u>Bachelor of Hospitality and Tourism Management (Honours)</u>	✓	✓*	✓*
<u>Bachelor of Interior Design (Honours)</u>	✓		
<u>Bachelor of Public Safety (Honours)</u>	✓		✓

A "mandatory" co-op program means the students need to complete all co-op work-terms in their program to earn a credential and graduate.*

Part-time co-op work-terms may be available. Please contact coop@algonquincollege.com for more information.

PEMBROKE COOPERATIVE EDUCATION PROGRAMS

	AVAILABILITY		
	SUMMER	FALL	WINTER
<u>Applied Nuclear Science and Radiation Safety</u>	✓	✓	
<u>Business</u>	✓		
<u>Computer Systems Technician</u>	✓		
<u>Environmental Technician</u>	✓		
<u>Outdoor Adventure Naturalist</u>	✓		

Please contact Pembroke Co-op Department at 613-735-4700 x2814 or email coop Pembroke@algonquincollege.com

Appendix C: International Students

For international students enrolled in the co-op program, Immigration, Refugees and Citizenship and Immigration Canada (IRCC) requires them to have a valid co-op work permit before starting a co-op work experience. Without this document, they will not be legally allowed to work in Canada. International students should begin the process to apply for co-op work permit as soon as they are registered in co-op. The Co-op Department will email co-op letters to all international students once they are registered in the co-op program. This is one of the required supporting documents that students will have to submit.

If students ask you about their co-op work permit, please provide them with this link which provides instructions on the application process: algonquincollege.com/coop/co-op-work-permit. Ask them to submit it immediately as work permits can take months for the IRCC to process.



Appendix D: Pay

Pay rates vary depending on the employer, the student's program of study, and market conditions. By law, employers are required to pay the provincial hourly minimum wage rate. However, many employers decide to pay the going market rate for their respective posted position(s), as this will help attract the top co-op students.

Appendix E: Security Clearance

Many advertised positions require that a candidate obtain a security clearance in order to be hired. Algonquin College co-op students typically have to go through clearances with different levels of scrutiny which include:

- Reliability (5-years)
- Enhanced (5-years)
- Secret (10-years)

When applicable, a job offer is conditional upon the co-op student meeting any security clearance requirements for the position. If a security clearance has not been obtained by the start date of the scheduled work-term, affected students may be withdrawn from co-op and the co-op option will no longer be available.

Appendix F: Financial Incentives for Employees

To help employers pay for a co-op student, there are several provincial and federal funding opportunities to help offset some of the salary costs.

STUDENT WORK-INTEGRATED LEARNING PROGRAM (SWILP) - UP TO \$7,000

The Federal government supports quality co-op experiences for students in the fields of science, technology, engineering, math (STEM) and business.

There are currently five partners that offer the SWILP program:

- **Canadian Council for Aviation & Aerospace (CCAA)**
- **BioTalent Canada**
- **ECO Canada**
- **Information and Communications Technology Council (ICTC)**
- **Information Technology Association of Canada (ITAC)**
- **Mining Industry Human Resource Council (MiHR)**

The Algonquin College Co-op Department can help employers navigate accessing each of these funding opportunities. Please have employers contact us at coop@algonquincollege.com and we will guide them through the process.

CO-OPERATIVE EDUCATION TAX CREDIT (CETC) - UP TO \$3,000

The Ontario government provides a Cooperative Education tax credit to businesses that hire students enrolled in a recognized Cooperative Education program for 12-16 week work-terms. The majority of Algonquin College co-op work-terms qualify for this funding.

- The Algonquin College Co-op Department automatically issues tax credit letters in the January - February time frame; however we can accommodate special requests for early issue.

Other funding opportunities for co-op can be found on our website. algonquincollege.com/coop/employers/coopinformation/funding



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

Co-op students are required to adhere to the following terms and conditions to continue in the co-op program:

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 TERMS 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 your 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 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 all “Preparation Semester” online learning modules on Brightspace (Professional Development for Co-op).
- Create a co-op specific resume and cover letter, as per modules 3.1 and 3.2 outlined in the “Professional Development for Co-op” online learning modules 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.

During my Cooperative Education Job Search Semester, I agree:

- Complete the “Job Search Semester” online learning modules on Brightspace (Professional Development for Co-op).
- 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 job search. I understand the necessity to apply for at least 20 co-op positions on HireAC, including those in locations outside of Ottawa.
- 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.
- 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.

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

- 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.
- 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 or 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 your 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 your 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 all “Work-term Semester” online learning modules on Brightspace (Professional Development for Co-op).
- 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, evaluations and end of work-term reports, etc. 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.
- 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 your work-term.

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

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.

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 students 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, postings of interviews 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.

Appendix H: Additional Eligibility and Progression Notes

SCHOOL OF ADVANCED TECHNOLOGY- DEVELOPED GUIDELINES

- **First principles for special cases**

There will always be students that do not fit the normal progression towards and through co-op. In making decisions about special cases, these first principles help:

A decision needs to be good for all students, the employers, and the college.

Any decision that would negatively impact other students should not be considered (e.g. giving someone a second search term when students coming up behind the applicant are already applying for jobs in a competitive market). Any decision that negatively impacts an employer should not be considered (e.g. a student quitting a job after being hired). A decision that negatively impacts Algonquin's reputation for excellence in co-op should not be considered.

- **Students who are accepted into co-op but are not successful in getting hired, will return to academic studies.**

Normally there are some students who do not find a placement. Towards the end of the job search semester, these students will be registered into courses in the next semester of their program. They can continue to search for a placement up to the start of the next term. If unsuccessful, they will return to the classroom and continue in the academic stream of their program until they graduate.

Exceptions to this might be considered if a student has made an exceptional effort to find a job, doing 'all the right things' but not getting hired. A 'second chance' search term should be considered carefully. Consideration should be given to the availability of jobs for the term being considered. If jobs are scarce, it is unfair to allow a second search term where that search will add competition for limited jobs. Eligible students coming up on their first search term should not be given unfair competition. Where jobs are plenty, a second chance search term may be considered.

- **Students who drop below the eligibility requirements will return to academic studies.**

Normally there are some students accepted into co-op who then drop below the eligibility requirements in subsequent semester. Depending on the timing, students may be able to make up any deficits before their work-term. They need to speak to their academic coordinator to determine a remedial plan, and then get the Co-op Coordinator's approval to continue.

- **Taking courses while on co-op is not recommended**

When a student is on a work-term, the focus is on the employer and the job. Taking courses while on a work-term is not recommended. Exceptions might be considered for one course, if it is online or the timing does not interfere with the work schedule. This should be checked with the employer.

- **Taking less than the full number of work-terms in a program**

There are some students in optional Co-op Programs that are unable to complete all of the work-terms in a program of study. Students who do not complete all of the designated work-terms will graduate with the non-co-op stream of their program, receiving a diploma, but without the co-op designation on the diploma.

- **Moving towards co-op while making up deficits in Program Progression**

Some students will miss a course in semesters leading up to co-op. If there is time to make up the deficits before the work placement, then students may be permitted to continue towards co-op. Students are asked to confirm with their Academic Program Coordinator, to develop a remedial plan (e.g. taking an extra course next semester). When the plan is confirmed, students can be conditionally allowed to move forward. Confirming registration in all courses including remedial courses is usually a requirement.

Appendix H: Additional Eligibility and Progression Notes (cont'd)

- **Entering the co-op stream late**

Students who were not accepted into the co-op stream two semesters prior to their work-term can still apply and be considered for co-op. Late applications are handled manually, and students making late applications may be delayed in being released to apply for jobs until after students on the normal progression have viewed job offers. Late applicants are often in a hurry to gain access to job postings, but they have not completed the proper preparations and should be advised that proper preparations will take some time (maybe a couple of weeks), and should not expect to have the same access to job postings as others.

- **Completing some but not all of the co-op work-terms in a program**

For various reasons, students may not complete all of the work-terms in their defined program progression. If a student graduates with less than the full number of work terms, they can graduate with the standard academic diploma, not the diploma with the “with co-op” distinction. Often just having some work experience is good, even without the distinction on the diploma. Students can end up doing less than the prescribed number of work terms if:

- They get a first work-term, but are not hired on to the second or subsequent work-terms.
- They did not get into the first work-term, but have asked and been given permission to enter the co-op stream late.



KEY DATES

Fall Co-op Work-term

September – December

Winter Co-op Work-term

January – April

Summer Co-op Work-term

May – August

CO-OP WORK-TERM ASSIGNMENTS

Supervisor and Work-term Details

Week 2

Letter of Offer

Week 2

Student Learning Objectives

Week 2

Student Work-term Consultation

Week 8

Employer Work-term Consultation

Week 8

End of Work-term Student Self-Assessment

Week 14

End of Work-term Employer Evaluation

Week 14

End of Work-term Report




Week 14

CONTACT

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