Cooperative
Education
Student
Guide

Co-op Overview  1
Co-op Programs  1
Eligibility  2
Co-op Support  4
Guidelines  5
Work Term Assignments  8
Job postings  10
Co-op fees  11
Communication  12

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# Table of Contents

Co-op Overview .......................................................................................................................... 1
  Benefits to the Student ............................................................................................................... 1
  Benefits to the Employer .......................................................................................................... 1
  Benefits to the College ............................................................................................................ 1
Co-op Programs at Algonquin College ...................................................................................... 1
  Optional Cooperative Education Programs .............................................................................. 2
  Mandatory Cooperative Education Programs ............................................................................ 2
Eligibility Requirements ............................................................................................................. 2
The Application Process ............................................................................................................. 2
The Co-op Process ....................................................................................................................... 2
The Partnership ............................................................................................................................ 2
  Employer Responsibilities ....................................................................................................... 3
  Student Responsibilities ........................................................................................................ 3
  College Responsibilities ......................................................................................................... 3
Co-op Support ............................................................................................................................. 4
Applicable guidelines ................................................................................................................ 5
  Admission ................................................................................................................................. 5
  Confidentiality ......................................................................................................................... 5
  Graduation Responsibilities (Co-op Designation) ................................................................... 5
  Work Term Evaluation ............................................................................................................ 5
  Co-op Preparatory Course ..................................................................................................... 6
  Withdrawal (Student Initiated) ............................................................................................... 6
  Withdrawal (Co-op Initiated) .................................................................................................... 7
  Job Resignation ....................................................................................................................... 7
  Job Termination/Dismissal ....................................................................................................... 7
  Failure To Report ..................................................................................................................... 8
Work Term Assignments ........................................................................................................... 8
Job Postings ................................................................................................................................. 10
  Job Interviews ......................................................................................................................... 10
  Employment Offer .................................................................................................................. 10
Co-op Job Approval .................................................................................................................. 11
Workplace Monitoring .............................................................................................................. 11
Co-op Fees ................................................................................................................................ 11
Students Who Do Not Obtain A Work Term .......................................................................... 12
Communication ........................................................................................................................ 12
COOPERATIVE EDUCATION

Co-op Overview
Cooperative Education is a program delivery mode that seeks to relate classroom learning to its applications in the world of work, normally off-campus, by formally integrating work experience into the student’s program of studies. The usual format is for students to complete a summer semester with a paid work term in appropriate fields of business, industry or government. Co-op is a partnership involving students, employers and the College and provides students with work experience to complement their academic training.

1. Benefits to the Student
Students gain valuable work experience through paid on-the-job training
- Co-op placements can lead to full-time employment
- Cooperative education enables the student to relate studies to practical experience
- Career decisions can now be made with the benefit of a real-world work term knowledge
- The work term and the subsequent work term report help to develop the student’s communication skills. The experience acquired enhances the student’s maturity and self-confidence
- The salary earned helps defray the student’s educational expenses
- The practical employment experience gained through Cooperative education enhances the graduate’s employment potential
Participating students often have a very positive attitude towards the professional, personal, and educational benefits they have experienced through the Cooperative Education Program.

Benefits to the Employer
Co-op employers have access to students with a strong academic background and real skills to use in the workplace. Employers also benefit from being directly involved in the professional and academic development of possible future employees.

Employers who have participated in the Cooperative Education Program have realized important benefits for their organization as a result of their involvement.
- The employer has access to well-motivated and highly qualified students eager to gain experience in the work force
- Co-op is a great succession planning tool; employers can evaluate co-op students in a work environment before making a permanent job offer
- To help with the day-to-day workflow, students may be assigned short-term projects where hiring a permanent employee would be impractical or where existing staff is in short supply
- The employers and their employees benefit from the fresh ideas and enthusiasm students bring to the workplace
Participation in Co-op is a great way to increase a company’s profile on campus and within the community as students act as goodwill ambassadors for their employers and the College. This collaboration can also lead to future partnerships with the College.

Benefits to the College
Cooperative Education attracts good students willing to accept a challenge.
- The work experience increases their motivation, which in turn improves their academic performance
- Contacts between the College and employers encourage collaboration, provide feedback to faculty on curricula and help the College understand the changing needs of business and industry

Co-op Programs at Algonquin College
The observation that classroom education cannot teach all the elements of knowledge required for a successful career is receiving increasing acceptance. This is particularly true at the College level where the application of formal instruction is a fundamental consideration. Cooperative education has been introduced into many of the programs at Algonquin College to provide students with the opportunity to gain valuable work experience and to acquire additional knowledge and skills related to career goals and objectives.
COOPERATIVE EDUCATION

Optional Cooperative Education programs
- Business
- Computer Systems Technician
- Environmental Technician
- Outdoor Adventure Naturalist
- Radiation Safety

Mandatory Cooperative Education programs:
- Automotive Co-op Diploma Apprenticeship

Eligibility Requirements
To be considered for admission to the Cooperative Education option of a program, students must meet the established eligibility criteria. All applications are assessed and approved, on an individual basis, by the program coordinator at the beginning of the winter semester. Students who meet the eligibility requirements for Co-op will be selected based on established selection criteria.

ELIGIBILITY CRITERIA for Applicants to Co-op:

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
- Complete the Co-op preparatory modules
- Have a Program Cumulative GPA of 2.70 (B-) or greater, as calculated by the academic department, at time of approval. Achievement of this minimum does not guarantee admission into Co-op (see Selection Criteria below)
- Remain on cycle with their Program of Study. This is a ‘ONE TIME OPPORTUNITY’ to apply and qualify

ELIGIBILITY CRITERIA for Beginning a Work Term:
- A student is NOT eligible to begin a work term if he/she:
  - is no longer registered in the Co-op option of a program; or
  - has not completed all courses that precede the work term on the program of studies, including the Co-op preparatory modules; or
  - has not maintained the required Program Cumulative GPA of 2.70 (B-) prior to the work term; or
  - has not maintained full-time student status or
  - is not eligible to work in Canada or
  - is encumbered

The Application Process
Students interested in applying for Co-op in their program of study must complete the co-op application form. Applications will be accepted at the beginning of the semester preceding that program’s scheduled work term. This is a ‘one time only opportunity’ to be considered for Cooperative Education. Students who neglect to submit an application by the established deadline will not be considered. Application Forms are available from your program coordinator and from the co-op office.

The Co-op Process
The Cooperative Education department of Algonquin College acts as a liaison between the student, the employer, and the participating academic departments and provides services to ensure an efficient implementation of the Co-op process. It seeks employer participation, student participation; work term placements and monitors work term performance.

Approximately three months prior to the beginning of a work term, Co-op students are invited to apply to job postings. Interviews are conducted by employers, on campus or at the place of business and successful students are offered jobs based on their interview performance.

The work period is normally around 16 weeks during the following months:
- May - August
The Partnership

The Co-op program is a three-way partnership between the employer, the student, and the College. The success of the Co-op partnership is dependent upon a mutual commitment from all parties. The three partners share the responsibilities in ensuring maximum benefits to all participants.

Employer Responsibilities

- To provide the student with meaningful, mentored employment related to his/her field of study
- To provide accurate, informative job descriptions to stimulate student interest
- To provide an orientation to familiarize the student(s) with their work environment, job responsibilities, organization’s policies/procedures etc.
- To discuss and approve the student's learning objectives/training plan at the beginning of the work term
- To provide supervision and training to the students by individuals who understand and are interested in cooperative education
- To conduct a midterm and final performance evaluation on the student’s performance
- To review the student’s work term report and approve it for submission to the College
- To provide the Co-op student with a letter of offer/contract specifying employment conditions, start and end dates, wages, hours and the reporting supervisor's name, address and telephone number
  Please forward a copy of this letter of offer/contract to the Co-op department
- To advise the Co-op Department immediately of any job related performance issues (i.e. attendance, punctuality, quality of work)
- To complete a final evaluation of the student to be submitted via email to the College

Student Responsibilities

The students' responsibilities extend equally to the College and to the employer and this partnership cannot be altered without the knowledge and consent of both parties. These are:

- To conduct themselves in a professional and ethical manner through the application and placement process, as well as on the job
- To conform to company policies and procedures and follow safety rules explicitly
- To consult with the Co-op department before any decisions or requested changes to their program of study are made. Cooperative Education is principally an educational program and, consequently, controlled by the College
- To advise the Co-op department of any work term concerns/issues which cannot be resolved successfully by both the student and his/her employer
- To remain on cycle with their program of study
- To complete a formal report for the work term. The report must be reviewed and approved by the employer and, evaluated by the College
- To maintain the minimum academic standards required to be eligible for Co-op
- To participate fully in the Co-op process
- To adhere to Cooperative Education policies and guidelines

College Responsibilities

- To develop and maintain a relevant curriculum reflecting the needs of the employer
- To propose for employment consideration only those students meeting the established guidelines set out by the College
- To monitor and evaluate student progress and performance in co-operation with the employers
- To provide program information to employers and students
- To assist employers in the recruitment process
- To prepare the students for their work term with appropriate skills and attitudes
- To mediate work term issues/concerns to ensure an appropriate resolution on behalf of all parties when possible
- To define and administer the Co-op processes (Admission, Recruiting, Placement)
- To maintain up-to-date Co-op student profiles and records
- To maintain Co-op students’ placement results
COOPERATIVE EDUCATION

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 sessions
- Individual resume, covering letter and interview counseling
- Teaching job search techniques
- Advising students on effective self-marketing strategies
- Marketing Co-op programs to employers through email, telephone and personal visits
- Assessing suitability of work placement assignments
- Facilitating student application and selection process; including advertising job openings, sending applications, arranging interviews, and Work Term monitoring
- Maintaining student and employer files
- Mediation between employers and Co-op students when necessary
- Providing industry feedback to the college for curriculum and program planning
- Developing promotional materials
- Participating in trade shows, professional organizations specific to program areas
- Continuous improvement of policies and procedures related to Co-op programs
- Participating in Co-op activities (College, Community, Provincial, National, International)
- Providing effective liaison and integration with other college jurisdictions to facilitate a user-friendly operation
- Integrating industry-related contacts for a seamless and effective external "face"
- Providing personal assistance to Co-op students and employers
- Providing telephone access to Co-op students for long distance job recruitment/interviews within Canada
- On-going assessment of Co-op programs

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 apply to, and compete for Co-op jobs, and it is the employer who makes the final selection. The majority of Co-op students are successfully employed; however, Co-op employment is directly related to job market conditions plus the motivation and effort of individual students and cannot be guaranteed.

Students are required to conduct an independent job search as well. Some employers prefer to be approached by students directly, some deal with the co-op department exclusively.

Many advertised positions require that a candidate obtain security clearance in order to be hired. When applicable, a job offer is conditional upon the Co-op student meeting any security clearance requirements for the position. Employers may also require you to provide your Social Security Number, Proof of Canadian Citizenship, and Proof of Eligibility to work in Canada.

Please note that International students are not eligible to apply to federal government job postings unless the manager requests to see resumes of non-Canadian candidates.

Security clearance checks are the responsibility of the employer. In some instances obtaining security clearance may take a long time and may not be completed by the beginning of the Co-op work term.

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

There are risks associated with being offered a position that requires a security clearance. These risks include the possible loss of Co-op status and the possible loss of work term opportunity should security clearance not be obtained. Students must understand and agree that all results are conditional (until a letter-of-offer has been provided). Neither the Co-op department nor Algonquin College can be held accountable for any losses associated with failure to obtain security clearance, nor for a potential employer's decision to withdraw or cancel a Co-op position. Offers to positions are considered conditional offers pending the receipt of an official letter-of-offer.
COOPERATIVE EDUCATION

Applicable Guidelines

Admission
The co-op coordinator will consider a “Cooperative Education Application” from all full-time Algonquin College students registered in a program offering a Co-op option who meet all of the eligibility/selection criteria.

Roles and Responsibilities
Students
- Meet the Co-op eligibility criteria
- Complete and submit, by the established due date, a ‘Cooperative Education Application’ to your program coordinator.
- Once your application is approved and signed by your program coordinator, you must pay a $100 non-refundable fee to the Registrar’s office.
- The remainder of the co-op fee is due before you begin your placement.
- All new Co-op students must be registered to complete the nine Blackboard Co-op Preparation Modules and complete the modules before applying for job postings.

Program Coordinators
- Assess and ensure all applicants that meet the established eligibility/selection criteria.

Cooperative education department
- Notify all applicants of the results of their application.
- Forward to the Registrar, the applications of the approved applicants.

Confidentiality
Students should be aware of company policies and practices regarding confidentiality, and as employees, are expected to comply with their employer's policies. In accepting a Co-op position, the student agrees that the information, data and research materials collected and prepared while an employee, are the property of the employer. Authorization by the employer is required for the release of any information. Students must consult with their Co-op employer on the proprietary nature of any information used in their work term reports.

Graduation Responsibilities (Co-op designation)

Students must successfully complete all academic and Cooperative Education requirements (i.e. Co-op Preparatory course, learning plan, final reports, employer evaluations etc.). Students who fulfill these requirements will be granted the Cooperative Education designation on their graduation diploma.

Roles and Responsibilities
Students
- Must obtain a ‘PASS’ grade for their Cooperative Education Preparation Modules as well as a “PASS” grade for all required assignments.

Program Coordinators
- Advise Co-op students of their Academic graduation requirements.

Cooperative education department
- Advise Co-op students of their Cooperative Education graduation requirements.

Work Term Evaluation

All Cooperative Education Work Terms will be evaluated based on the criteria developed by the Co-op Department in conjunction with the program coordinators.
Roles and Responsibilities

Students - 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 a minimum number of required hours for the work term
- Obtains a PASS grade on his/her ‘Final Work Term Report’
- Obtains a satisfactory rating in the ‘Overall Performance’ section of his/her ‘FINAL EMPLOYER EVALUATION’
- Obtains a satisfactory rating for all components in the ‘EMPLOYER COMMENT SECTION’ of his/her ‘MID TERM PROGRESS REPORT’
- Submits by the due date a completed ‘Confirmation of Placement’ to the Cooperative Education department
- Submits by the due date his/her ‘LEARNING PLAN’, approved by his/her supervisor, to the Cooperative Education department
- Submits a copy of their letter-of-offer

Program Coordinators

- Evaluate/grade Final Work Term Reports and submit marks by defined deadline.
- Notify all students who obtain an “INCOMPLETE” (I) grade as outlined in the Algonquin College Academic Policies Grading System.

Cooperative education department

- Outline to all Co-op students the “Work Term Evaluation Criteria.”

Co-op preparatory course

All Cooperative Education students must successfully complete the Co-op Preparation Modules prior to beginning the job application process. The modules appear on Blackboard and each student is given access to view the modules when their co-op application has been approved.

Roles and Responsibilities

Students

- Successfully complete the Co-op Preparation Modules (Pembroke)

Cooperative education department

- Provide current information to guide students in preparation for co-op work terms
- Update modules to include relative information based on employer feedback

Withdrawal (Student Initiated)

Cooperative Education students may request to be withdrawn from their Cooperative Education Option and must complete a co-op withdrawal form. Refunds are subject to review. The $100 administrative fee is not refundable at any time.

Roles and Responsibilities

Students

- Students wishing to withdraw from Co-op must access Blackboard to complete the appropriate withdrawal form
- Students wishing to withdraw during a work term must advise the Co-op department before resigning their employment

Cooperative Education Department

- Report all Withdrawal requests to the Registrar’s Office
COOPERATIVE EDUCATION
Withdrawal (Co-op Initiated)

A student may be required to withdraw from Co-op due to poor Academic or Job related performance. Co-op fees may or may not be refunded subject to review by college management.

- The following, non-exhaustive list, outlines some of the reasons that may lead to a student’s withdrawal from Co-op:
  - Leaving an employer during a work term without cause
  - Staying with the employer but leaving the approved Co-op position without the prior approval of both the employer and the Co-op department
  - Being dismissed from a job with just cause
  - Not submitting a work term report by the established deadline
  - Unsatisfactory work term report
  - Unsatisfactory performance evaluation (Progress Report, Employer Final Evaluation)
  - Failing to maintain the minimum required academic criteria (e.g. G.P.A.)
  - Failing to obtain all mandatory courses for a program of study prior to the scheduled work term.
  - Failing to participate in the Co-op process (e.g. missing interview, not replying to requests for contact)

Roles and Responsibilities

Students
- Complete and submit to the Co-op department the appropriate Co-op Education withdrawal form

Program Coordinator
- When appropriate, outline the academic reasons leading to the student’s withdrawal from the Co-op Option of their program

Cooperative Education Department
- Update all Co-op student records
- Advise employers of the unavailability of the student

When students do not meet the eligibility criteria for their Co-op Option, and have a job offer for their work term, the Co-op department will advise employers of the reason for the student not qualifying for their Co-op Option for the scheduled work term. Employers will then be given the opportunity to maintain or withdraw their offer of employment.

Job Resignation

Cooperative Education students who feel it necessary to resign from their Co-op job must contact the Co-op department prior to resigning. Co-op students who resign from their job without prior consultation and appropriate approval will be immediately withdrawn from Co-op.

Roles and Responsibilities

Students
- Arrange to meet with a Co-op consultant to discuss their intent to resign from their Co-op job

Cooperative education department
- Meet with the student and/or their employer to review the reason(s) contributing to the student’s desire to resign from their job
- Provide guidance in resolving job/performance related issues
- Advise students on their options/impact of their job resignation
- Initiate the withdrawal of the student and advise the Registrar’s Office

Job Termination/Dismissal

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

Roles and Responsibilities

Students
- Students who are terminated/dismissed by their employer must contact their Co-op Office immediately.
COOPERATIVE EDUCATION

Academic department
- In the cases where the termination/dismissal of a student is upheld, advise the student on their academic options

Cooperative education department
- Meet with the student, employer and the academic advisor to assess/review the circumstances surrounding the dismissal
- Assist, if required, the student and the employer in resolving the issues that have resulted in the dismissal of the Co-op student
- In the event that the termination/dismissal 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/dismissal.

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/dismissal from a Co-op employment. This also applies to College initiated withdrawals from Co-op.

Failure To Report
All Cooperative Education students who FAIL to report to work without just cause will be withdrawn from Co-op.

Roles and Responsibilities
Students
- Contact their employer immediately to request permission to meet with the Co-op Office
- Immediately arrange to meet with the Co-op team member to outline their reasons for not reporting for work

Program Department
- Advise the students on their Academic Options resulting from their withdrawal from Co-op

Cooperative education department
- Review and assess the student’s reasons for not wanting to report for work
- If required, meet with the student’s employer to assist in resolving any work related issues associated with the student not wanting to report to work
- If justified, withdraw student from Co-op

Work Term Assignments
All Co-op students must complete and submit to the Co-op department a Final work term report by the established due date for the scheduled work term. Failure to submit a work term report will result in a failing grade for that work term. Students who receive an unsatisfactory grade for their report will be provided with the opportunity to make revisions and re-submit the report for re-evaluation. Students who receive a failing grade for a re-submitted report will be required to withdraw from Co-op.

Roles and Responsibilities
Students
- Complete the work term report following the established criteria and format.
- Submit their work term report by the established due date.

Program Coordinator
- Evaluate and grade all work term reports.
- Submit “GRADE REPORTING FORM” to the Registrar’s Office as per established deadlines.

Cooperative Education Department
- Define and publish the criteria for the work term report.
- Related Documentation - Work Term Guidelines
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation of Placement:</td>
<td>By the end of week 2 of your placement</td>
</tr>
<tr>
<td>Please have your employment coordinates as well as your manager's information at hand. This information is necessary to schedule a site visit, or call your employer and contact you. Please make sure the data is accurate and not your home address.</td>
<td></td>
</tr>
<tr>
<td>The Letter-of-Offer:</td>
<td>By the end of week 2 of your placement</td>
</tr>
<tr>
<td>This document may be scanned and emailed to the co-op office: <a href="mailto:yanthac@algonquincollege.com">yanthac@algonquincollege.com</a></td>
<td></td>
</tr>
<tr>
<td>The Learning Plan:</td>
<td>By the end of week 3 of your placement</td>
</tr>
<tr>
<td>Must be developed during the first three weeks of your work term and submitted online or faxed to 613-735-8815. Signatures are not required at this stage.</td>
<td></td>
</tr>
<tr>
<td>THE PLAN WILL NEED TO BE REVIEWED AT THE END OF THE WORK TERM AND RESUBMITTED WITH YOUR FINAL WORK TERM REPORT</td>
<td></td>
</tr>
<tr>
<td>Co-op Fees:</td>
<td>See academic calendar</td>
</tr>
<tr>
<td>$100, for work term students, (1st installment nonrefundable) Payable at Registrar's Office only.</td>
<td></td>
</tr>
<tr>
<td>The Work Term Progress Report:</td>
<td>Submitted half-way through the term</td>
</tr>
<tr>
<td>This assignment should be submitted half way through the term. It consists of a Student Section and an Employer Section. It is the student's responsibility to ensure the employer has completed this report on time.</td>
<td></td>
</tr>
<tr>
<td>Balance of Co-op Fees</td>
<td>See academic calendar</td>
</tr>
<tr>
<td>(which includes Student Association Fee + Health Fee) must be paid before you start your co-op semester. Late fees do not apply to co-op fees</td>
<td></td>
</tr>
<tr>
<td>Work Term Report:</td>
<td>Due on or before the first scheduled day of class in September</td>
</tr>
<tr>
<td>Please review the requirements as posted on Blackboard.</td>
<td></td>
</tr>
<tr>
<td>Related documents:</td>
<td></td>
</tr>
<tr>
<td>• Final Work Term Report Guidelines</td>
<td></td>
</tr>
<tr>
<td>• Report approval by Employer</td>
<td></td>
</tr>
<tr>
<td>• Final Evaluation of Student</td>
<td></td>
</tr>
</tbody>
</table>


COOPERATIVE EDUCATION

Job Postings
The job postings will be made available through Blackboard

Roles and Responsibilities
Students
- Review and assess all Co-op job postings related to their program of study
- Reply to interview requests for the jobs that are advertised for your program of study by the established due date

Cooperative education department
- Recruit the participation of employers, through the submission of a job posting(s)
- Ensure that all approved job postings are available through Blackboard

Job Interviews
Co-op students who obtain interviews through the Co-op process are expected to attend all interviews. Missed interviews may result in the removal of a student’s privilege to access Cooperative Education Jobs. Missed interview(s) may also result in the withdrawal of the student from Co-op.

Roles and Responsibilities
Students
- Arrive on time and be well prepared for their scheduled interview(s)
- Must notify the Co-op department if unable to attend an interview(s). Some circumstances will be accepted as unavoidable and alternate arrangements may be made
- A student who declines interviews on a regular basis is required to consult with co-op staff to explore other options
- Students may be permitted to withdraw from consideration after an interview, prior to a job offer. This will not count as the student’s one decline

Program Coordinator
- Ensure the availability of all Co-op students for interviews

Cooperative education department
- Provide appropriate interview rooms for all on-campus interviews
- Coordinate Co-op job interviews (on-campus, by phone, on-site) for Co-op students and employers.
- Provide interview schedules to all Co-op students and employers

Employment Offer
All Co-op students must secure an employment letter of offer from their employers for their work term. These offers of employment are normally for a four month period.

Roles and Responsibilities
Students
- Obtain a letter of offer from the employer for the work term
- Forward a copy of their employment contact to the Co-op department.

Cooperative education department
- Advise all Co-op students and employers of their responsibilities regarding employment agreements
Co-op Job Approval
Representatives from the Co-op department will assume the responsibility of job approval under normal circumstances. Academic co-op coordinators will be consulted as to the suitability of jobs only when required. Students who find their own Co-op jobs must also get the prospective Co-op job approved by the Co-op department to ensure working for the employer meets the academic program learning outcomes.

Roles and Responsibilities
Students
- Any Co-op student who has secured his/her own Co-op work term job must submit to the Co-op department, an electronic copy of the job description for approval prior to accepting any job offer from an employer.

Cooperative Education Department
- Consult with the academic departments (if required) for their approval prior to posting.
- Register and advertise all approved jobs.

Workplace Monitoring
The Co-op department will monitor all Co-op student placements. The monitoring may be conducted through on-site visits, telephone interviews (students and/or employers) or through the “WORK TERM PROGRESS REPORT”. All work terms will be reviewed at their mid-point through a formal report (Work Term Progress Report) completed by the student and their employer.

Roles and Responsibilities
Students
- Advise their Co-op consultant of any work term related problems as soon as possible.
- Complete all required work term documentation (i.e. work location data, Learning Objectives – see Module 8).
- Complete and submit by the due date, a ‘Work Term Progress Report’

Program Department
- Assist, if required, in the work term monitoring process.

Cooperative Education Department
- Undertake the monitoring of all work terms.
- Provide students with required documentation for work term monitoring purposes.
- Assist in resolving any problems/issues discovered through the monitoring process.
- Keep copies of all monitoring documentation in student’s profile.

Co-op Fees
Cooperative Education fees cover costs of administration and services provided by the Co-op department (see listing in Module One) and the College. The Co-op fee is not a placement fee. Fees are payable by all students registered in a Co-op Option. The fee is determined annually and does not guarantee employment. The Co-op department has no involvement with the collection of Co-op fees. Students who neglect to pay their Co-op fees may be withdrawn from their Co-op Option. Students must pay all required Co-op Fees by established due dates. Please note – the initial $100 administration fee is not refundable.
COOPERATIVE EDUCATION

Students who do not obtain a work term
There may be some students that do not obtain a Co-op position before the beginning of a scheduled work term. Such students will be withdrawn from Co-op.

Roles and Responsibilities
Students
- Register for the next level in their program

Cooperative Education Department
- Register all withdrawals from Co-op and provide a list to the Registrar's Office

Communication
Communication between the Co-op department and all Co-op students prior to and while on work terms will happen primarily electronically through a student’s ALGONQUIN LIVE EMAIL account. Since Co-op students must have access to his/her email account (while on work terms) Co-op students’ IT accounts will remain active at no additional cost to the students.

Roles and Responsibilities
Students
- Ensure Algonquin email account is operational and active
- Ensure Co-op department is provided with the correct email address
- Check email account a minimum of twice a week, preferably each day

Cooperative education department
- Maintain a listing of all Co-op students’ email address

While students are expected to manage their own affairs while on a work term, there may be situations requiring the assistance of the Co-op consultant. Students are requested, when in doubt as to what action is to be taken, to contact the Co-op Office yanthac@algonquincollege.com