

**The University of Alberta**

**SCHOOL OF BUSINESS**

**COOPERATIVE EDUCATION PROGRAM**

**STUDENT AGREEMENT and CONFIRMATION OF ACCEPTANCE**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please **read and initial** each item to indicate your understanding and commitment to the Business Cooperative Education program:

\_\_\_\_\_ 1. I understand that Cooperative Education is an active learning contract between the employer, the University of Alberta, and me (the student).

\_\_\_\_\_ 2. That in order to receive the Cooperative Education designation as part of my degree **I hereby commit to completing** **a minimum of three** four-month work terms, as well as all degree requirements as outlined by the University of Alberta Calendar.

\_\_\_\_\_ 3. It is my responsibility to regularly monitor the online job board and apply for positions, as per the directions on the online job postings. I understand there is no guarantee of employment.

\_\_\_\_\_ 4. I am aware that many Co-op opportunities exist outside Edmonton, and I will actively pursue a placement outside the Edmonton area.

\_\_\_\_\_ 5. I will not contact directly any employer who has posted positions on the Cooperative Education job board unless given permission by the Co-op office. All applications must be submitted through the Cooperative Education Office, unless otherwise stated in the application instructions.

\_\_\_\_\_ 6. I understand that I may conduct a self directed Co-op job search and these potential opportunities must be approved by a Co-op Coordinator to ensure that it meets all requirements. Upon approval of the position I agree to follow the standard registration and program requirements.

\_\_\_\_\_ 7. I am responsible for informing the Co-op office when I have secured a placement by completing the online work experience registration form on the Co-op website. The Co-op office will register me in the appropriate work term.

\_\_\_\_\_ 8. I must be registered for the entire duration of the work term(s) applied for and, once registered, will not be permitted to withdraw from the work placement without penalty of failure. A grade of ‘F’ will be entered on the transcript for the whole term(s) unless extenuating circumstances warrant granting of a withdrawal in accordance with the Policies and Procedures Manual.

\_\_\_\_\_ 9. I understand that I will be subject to all applicable tuition fees and other fees while on a Co-op work term as listed on Bear Tracks and agree to pay these fees.

\_\_\_\_\_ 10. **I understand that a maximum of one academic course towards my BCom degree can be taken while on a Co-op work term and requires permission from my employer.**

\_\_\_\_\_ 11. I agree to be registered in the appropriate work term when continuing employment with a Co-op employer. Extensions (returning to the same employer for 2nd or 3rd work term) are subject to the same tuition and academic registration terms and conditions as the original employment period.

\_\_\_\_\_ 12. I must submit all documentation discussed in the Business Cooperative Education e-binder, fulfill the obligations of my work term contract on time, and receive a successful employer evaluation in order to receive a passing grade for each Cooperative Education Work Term.

\_\_\_\_\_\_13. I have read, understand, and agree to comply with the rules, regulations and responsibilities as outlined in the **Policies and Procedures Manual**.

I understand that by placing my initials on each line and signing below I am accepting my personal accountability as a partner in the success of the Co-op program, and therefore accept the **Offer of Admittance** to the Cooperative Education program.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The non-refundable $150 Co-op Program Seminar & Workshop Fee must be included to confirm your acceptance. **We do not accept cash nor cheque.** The fee must be paid by credit card through the Online Store on CareerConnect.