



**UNIVERSITY OF ALBERTA**  
ALBERTA SCHOOL OF BUSINESS

**Co-op Program**  
**Policies and Procedures**  
**2019/20**

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# DIRECTORY

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# I. INTRODUCTION

## COOPERATIVE EDUCATION AT THE ALBERTA SCHOOL OF BUSINESS

Cooperative Education is an academic, non-credit, educational based work experience program. Co-op promotes continuous learning through the integration of classroom and applied work-based learning. It is a learner-centered model where the onus of responsibility is on students to direct their own learning and to make a valuable contribution in the workplace. This learning is guided and supported by the employer and the Alberta School of Business. Cooperative Education Programming is based on the principle that an academic program combined with work experience in alternating terms is relevant to, and desirable for, effective professional preparation. Co-op is not a job placement strategy, and students are wholly responsible for securing their placements.

The Business Cooperative Education Program is an Academic Degree Stream at the Alberta School of Business, and is accredited by Cooperative Education and Work- Integrated Learning Canada (CEWIL). The accreditation criteria established by CEWIL provides a basis for the operation of the Cooperative Education Program and serves as a guideline for many of the program's policies and procedures.

Students alternate periods of full time, paid work experience in employer organizations with terms of academic study. The sequencing of academic terms and Co-op work terms will be such that the last term in a student's program is an academic term.

The degree granted to graduating Co-op students includes the unique designation "Cooperative Education Program." Co-op Student transcripts will include the name of the employer for each work term completed.

Cooperative Education is a partnership involving the Student, the Employer and the University of Alberta. In joining this partnership, each member assumes the responsibilities and requirements of the Cooperative Education Program, and obtains certain benefits from participation.

## Student Responsibilities

- Complete all academic requirements of the regular Bachelor of Commerce Program plus at least 12 months of work experience in four or eight, and occasionally 12 month blocks.
  - An additional 4 month work term may be allowed (for a total of 16 months of Co-op work experience) for exceptional circumstances. See Appendix C. for information on this option.
- Attend a series of non-credit “Introduction to Cooperative Education” seminars, workshops and access eClass online content that provide the necessary training and preparation for productive job searches and work placements.
- Accept personal responsibility for obtaining suitable employment by utilizing all resources provided by the Co-op Office.
- Conduct themselves in a professional and ethical manner throughout the application and interview process, on the job, and in their dealings with Co-op program staff.
- Understand that the Code of Student Behavior and the University Standards for the Protection of Human Research Participants (refer to the University Calendar) also apply while a student is on a work term.

## Employer Responsibilities

The Employer functions as an educator by providing challenging and career oriented work experience. The Employer is expected to:

- Provide relevant paid full-time employment for four or eight months.
- Determine the salary offered, employment status, vacation pay etc., for the student.
- Honour the acceptance of a co-op job offer as a contractual obligation with the student.
- Maintain Comprehensive General Liability coverage appropriate to their operations, including Employer’s Liability and Workers’ Compensation, where applicable.
- Participate in a mid-term site visit and complete a final performance evaluation that is reviewed with the student at the conclusion of the work term.

## University of Alberta Cooperative Education Program Responsibilities

- Inform students, employers and other interested parties of Co-op policies and procedures.
- Select students for the Business Cooperative Education Program.
- Coach students on the job search process and help prepare them for work term placements.
- Evaluate employer job descriptions for suitability.
- Organize and facilitate job postings, employer/student interviews and placements.
- Assist students in identifying learning opportunities within each placement and throughout the program and co-op processes (job search, academic integration etc.).
- Meet with employers and students for on-site visits to review the student's progress and to discuss career goals.
- Evaluate work term reports.
- Review Student evaluations completed by employers.

## II. PROGRAM POLICIES AND REQUIREMENTS

The School of Business has approved the following policies for the administration of the Cooperative Education program. These provide added interpretation to the Academic regulations of the Faculty as set out in the University of Alberta Calendar, and detail matters that are unique to the Co-op program.

The Co-op Policies and Requirements are intended to;

- Ensure employers have a fair and legitimate opportunity to recruit qualified Co-op candidates for their jobs.
- Ensure that all Co-op students have a fair and equal opportunity to secure job opportunities that meet their career objectives and fulfill their academic requirements.
- Ensure that Co-op students meet the ethical expectations and Academic Requirements of the School of Business and University of Alberta.

Failure to follow or meet any of the following Co-op Policies and Requirements may result in the student failing the work term and/or being removed from the Cooperative Education program. (See Appendix H. Program Transfers from Co-op)

Students may appeal academic decisions relating to their status in the Co-op program through the existing Faculty and University appeal processes (Refer to the University Calendar).

### A. Co-op Training and Preparation

1. Students are required to participate in the “Introduction to Business Cooperative Education” (a non-credit series of seminars and workshops and eClass content for the purpose of Co-op Training held in the first semester upon admission to the program) and complete all pre-workshop preparation and post-workshop assignments.
2. Students are required to stay in communication with their assigned Co-op Coordinator by any of;
  - a. regular booked appointments,
  - b. responding to co-op emails or phone calls, and
  - c. proactively informing their coordinator of any specific co-op concerns or changes in their plans, priorities or objectives (See Appendix G. Combining Co-op with other student Leadership activities).

## B. Job Search Requirements

It is required that students commence their job search at the beginning of each applicable term, and maintain a high level of job search activity until placed.

1. Students will conduct themselves in a professional and ethical manner during their Co-op job searches.
2. Students are responsible for registering properly (setting Job Search Preferences and accepting Terms and Conditions) on CareerConnect Co-op section to view jobs.
3. While registered as a Co-op student and engaged in an active job search, any job a student accepts that meets the Co-op criteria, including one obtained through a self-directed job search, will be considered a Co-op placement and result in the student being registered in the appropriate WKEXP course. An Active Co-op Job Search includes any of;
  - a. Registering to view Co-op jobs on CareerConnect,
  - b. viewing and/or applying to Co-op or Employment job postings found on CareerConnect,
  - c. email communication and/or in person appointments with a Co-op Coordinator for the purpose of a Co-op job search, and/or,
  - d. attending any workshops or seminars related to the specific Co-op job search term.
4. Students who have accepted offers of rehire or extension from a current or previous employer may not participate in a job search for the work term they have accepted the position in. If students have received an offer of extension from their current employer they must decline that offer before competing for other Co-op opportunities.

## C. Job Applications

Resumes and cover letters must meet the content, format, grammatical and typographical quality criteria detailed in the Introduction to Cooperative Education Workshops and Seminars, and the Co-op Binder.

1. Students are responsible for submitting only those items requested by the employer.
2. Application deadlines are firm and students must organize their schedules to ensure they adhere to all timelines.
3. By submitting an application a student is committing to fulfilling any interview requests and is required to accept any corresponding job offer **pending a satisfactory interview**. (See below, Section E. Co-op job search OPT OUT policy).



## D. Interviews

Students are expected to honor all interviews granted to them as a result of the submission of their application. Withdrawing from or declining interviews should not be done lightly. Great effort goes into the selection and scheduling process and a late cancellation can result in an employer wasting their time, or the loss of an interview opportunity for another student.

1. Students need to be very thorough in the job search and application process in order that they have full awareness of the role, and would be fully committed to accepting an interview offer.
2. Should a student consider declining an interview, or need to cancel an interview after it has been booked, they must contact their assigned Co-op Coordinator immediately. Providing at least 3 working days notice prior to a scheduled interview is required in order to make changes with the employer.

## E. Co-op job search OPT OUT policy

Through the processes of the Co-op job search, including the job posting review, application preparation, company research, and interview, the student should become **fully informed** of the potential value of the role to their professional development. If, after the interview, the student has NOT identified any issues as to why the job would not be a good fit for them, then they are considered “fully informed”, and barring academic or serious personal problems, are obligated to accept an offer. The **ONLY** opportunity to “OPT OUT” of a specific job search is immediately after an interview, and **BEFORE** any offer is made.

1. If, through the job interview process the student determines that the role is not appropriate for them, the student must immediately discuss this with their Co-op Coordinator, who will then act on the student’s behalf to inform the employer before any offers are made.

## F. Job Offers and Acceptances

Timely and clear communication regarding acceptances of job offers are vital to the efficient operation of the Co-op program.

1. To ensure that the employer can finalize their recruitment process in as timely a manner as possible, students must respond to job offers within 24 hours (unless the employer or the Co-op Office has established a different timeline).
2. A verbal offer and acceptance are equally as binding as a written offer and acceptance.
3. Students are required to notify the Co-op office immediately upon acceptance of a job offer by contacting their Co-op Coordinator and/or completing the Work Term Record (WTR) on CareerConnect for that placement.
4. By accepting an 8 month Co-op position, the student is committing to two (2) consecutive work terms, and will be registered as such, with one exception: When a student has accepted an 8 month Co-op position but only requires a 4 month placement to complete their final (WKEXP 913) work term, they are only required to register in a single 4 month work term in either the first or second 4 month block of the 8 month position.
5. Students will honor the acceptance of a placement as a contractual obligation and failure to do so may result in the student being asked to withdraw from the Co-op program. And, as such, once an offer is accepted it cannot be subsequently rejected in favor of another offer. (See Appendix G. part 2 for more information on Program Transfers)
6. The job search ends as soon as the student has accepted an offer. They are required to withdraw from or decline any other interviews, and cease submitting any new job applications
7. Pre-Employment Conditions & Security Clearances: Students may be required to undergo security clearances, medical testing, drug use testing or provide a driver's abstract after they have been offered a position as a condition of employment. If a student has any concerns about meeting the pre-employment requirements they may discuss the issue with a Coordinator.
  - a. If a placement is subsequently withdrawn because the student does not meet a pre-employment condition, the student must contact their Co-op Coordinator immediately to discuss their options.

## G. WKEXP Course Registration, Student Status, and Tuition Fees, Student Loans

1. Students cannot register for WKEXP courses directly through BearTracks. Instead, students must withdraw from academic courses for the corresponding WKEXP term(s) and create a Work Term Record on CareerConnect. The Co-op Office will then register the student in the appropriate WKEXP course.
2. Each four-month period of Co-op employment requires registration in the applicable WKEXP course.
3. Students in the Co-op program are considered full-time University students when registered in a WKEXP course. However, earnings on Co-op work terms are considered taxable income. (See Appendix K. Student Status, Financial Considerations & Absences)
4. Students are responsible for being aware of WKEXP Tuition fees and adhering to all deadlines and regulations applicable to these fees, as published by the Registrar's Office. (See Appendix D. Co-op Fees)
5. Requests to withdraw from a WKEXP Course must be made through the Co-op Office and will only be granted at the discretion of the Co-op and Undergraduate Office. The only grounds for WKEXP Course withdrawal are extraordinary circumstances related to the co-op job, or significant personal circumstances. Requests to withdraw from a WKEXP Course must be made to the Director of Business Career Services and Co-op.
6. Student Loans; (See Appendix J. Student Loans and Interest Free Status).

## H. Work Term (WKEXP Course) Requirements

In order to satisfactorily complete each Work Term the following are required:

1. Update of the Work Term Record with pertinent employment information (work address, student and mentor/supervisor email and phone #'s) for each work term within 2 weeks of starting each work term.
2. Prepare and submit Work Term Learning Objectives as per Course Syllabus standards and timelines.
3. Prepare and submit acceptable interim and final work term reports for each Co-op work term as per Course Syllabus standards and timelines.
4. Participate in and receive a satisfactory evaluation from the mid-term site visit.
5. Receive an acceptable performance evaluation from the employer.
6. Complete a minimum of 13 weeks full time (35+ hours/week) work within each 4 month term, or 26 weeks full time work within 2 consecutive work terms with the same employer.

## I. Academic Courses While on a Work Term

Students are **STRONGLY DISCOURAGED** from taking any academic courses while on a work term. There is strong evidence to suggest that both the course work and the work term experience are affected negatively due to the commitments necessary for both full-time work and an academic course.

1. Students who choose to take an academic course will be limited to one regular academic course at the University of Alberta during a work term.
2. Employment obligations take precedence over any course commitments.
3. Students in a position with overtime requirements should not take an academic course while on a work placement.
4. Students who choose to take an academic course while on a work term must discuss their plan with their work supervisor to ensure the coursework will not interfere with their job responsibilities.

## J. Graduation Requirements

In addition to fulfilling the academic requirements of the School of Business, the Bachelor of Commerce Co-op Education Degree students are required to successfully complete the following components:

1. Maintain satisfactory academic standing in the School of Business
2. "Introduction to Business Cooperative Education" (a non-credit series of seminars and workshops and eClass content for the purpose of Co-op Training held in the first semester upon admission to the program).
3. WKEXP 911: 4 month work placement (non-credit); prerequisite "Introduction to Business Cooperative Education";
4. WKEXP 912: 4 month work placement (non-credit); prerequisite WKEXP 911;
5. WKEXP 913: 4 month work placement (non-credit); prerequisite WKEXP 912

## K. Program Transfers

Students may wish to transfer from the Co-op Program, or may be required to transfer from the Co-op Program. (See Appendix H. Program Transfers from Co-op).

### **III. Co-op Processes and Best Practices**

#### **A. Commitment to the Co-op Process**

Your decision to join the Business Co-op Program is an indication of your understanding that integrating work experience opportunities with your academic training gives you numerous advantages for your professional development in both the short and long term. In order to maximize the potential for your professional growth through Co-op, it requires a commitment to the whole Co-op process, from training and development, through the job search, hours at work, to the final work term report. By joining Co-op, you have not only agreed to follow the program Policies and Regulations, but have made the commitment to follow the Co-op Process.

#### **Best Practices - Commitment to the Co-op Process :**

The MOST critical factors in determining success in Co-op are DILIGENCE and PERSEVERANCE.

DILIGENCE and PERSEVERANCE are demonstrated by:

- Engaged participation in the Co-op training processes,
- ongoing engagement with your Co-op Coordinator,
- planning your personal schedule to allow for consistent effort in Co-op each week,
- starting the job search EARLY, keeping a BROAD approach to the job search in business sectors/industries and locations, and continuing to be very active in the job search until such time a position is secured,
- submitting applications in a high volume and in a timely manner,
- thoughtful and thorough preparation for interviews, and debriefing of interviews with your coordinator, and,
- attending Information sessions, using your own network, and reaching out to potential employers to inform them of your Co-op objectives.

## B. Co-op Timeline and Sequence

New Co-op students are admitted to the program for the Fall Term each year. Timelines and activities for NEW Co-op students are:

- **Late August and early September-** “Introduction to Business Cooperative Education”, a non-credit series of seminars and workshops and eClass content for the purpose of Co-op Training. The schedule for these sessions are determined several months ahead of them being offered. All new Co-op students are informed of these sessions and are required to attend.
- In conjunction with the training and preparation for Co-op, you will also be engaged in your first job search. However, the scheduling of work terms is variable and somewhat flexible provided:
  - The last term in a student’s program is an academic term (Exceptions considered, with approval of the Co-op Program).
  - No more than two work terms to be completed consecutively (Exceptions considered, with approval of the Co-op Program).
- The target term for your first work term will depend on a number of factors; what year of the BCom program you are in, which industry sector(s) you are targeting, and specific academic schedule or required courses.

The following is a breakdown of the most common and functional academic and work term sequencing, depending on the year of program:

### First Year Business (COHORT) Students

	<u>Sequence A</u>	<u>Sequence B</u>	<u>Sequence C</u>	<u>Sequence D</u>
fall 1	Co-op training and Cohort study 1	Co-op training and Cohort study 1	Co-op training and Cohort study 1	Co-op training and Cohort study 1
winter 1	Cohort study 2	Cohort study 2	Cohort study 2	Cohort study 2
summer 1	work 1	work 1	work 1	work 1
fall 2	study 3	study 3	work 2	study 3
winter 2	work 2	study 4	study 3	study 4
summer 2	work 3	work 2	work 3	work 2
fall 3	study 4	study 5	study 4	work 3
winter 3	study 5	work 3	study 5	study 5
summer 3	study, or work non-co-op	study, or work non-co-op	study, or work non-co-op	study, or work non-co-op
fall 4	study 6	study 6	study 6	study 6

### Second Year and After Degree Business Students

	<u>Sequence D</u>	<u>Sequence E</u>	<u>Sequence F</u>	<u>Sequence G</u>
fall 1	Co-op training and study 1	Co-op training and study 1	Co-op training and study 1	Co-op training and study 1
winter 1	work 1	work 1	study 2	study 2
summer 1	work 2	study 2	work 1	work 1
fall 2	study 2	work 2	study 3	work 2
winter 2	study 3	study 3	work 2	study 3
summer 2	work 3	work 3	work 3	work 3
fall 3	study 4	study 4	study 4	study 4

### Best Practices- Co-op Timeline and Sequence:

In general, the earliest feasible time frame to engage in a Co-op job search and secure a work term gives you the broadest options for your search because:

- Delaying the job search in order to complete more academic courses does not necessarily give you an advantage in the job search. Employers are interested in students who have completed their intro courses and don't necessarily target those who have completed more advanced courses.
- There is very little certainty of when employers will post their "great" jobs, so having more options in regards to the terms you are available to work allows for you to apply for and accept a "great" job when it becomes available.

## C. Training and Preparation for the Job Search

The “Introduction to Business Cooperative Education” seminars, workshops, and assignments that are scheduled for late August through mid- September are the foundation for your success in the Co-op program. In conjunction with the required student meetings with your assigned Co-op Coordinator in that period, the seminars, workshops, and assignments ensure that you are properly prepared to the standards necessary for the job search applications and interviews.

Therefore it is CRITICAL that each Co-op student partake in this training and Co-op Coordinator meeting opportunities. The training and Coordinator meetings ensure that Co-op students:

- Have a thorough understanding of their Co-op responsibilities and the corresponding Co-op Policies and Regulations, as well as their Co-op sequence options,
- have completed a thorough self-assessment and have set their personal Co-op Learning Objectives,
- have prepared a resume that meets or exceeds the Co-op requirements,
- have developed the skills to critically review and understand job postings, and the skills to write impactful cover letters for job applications, and,
- have developed interview skills and confidence to give them the best chance at success in securing Co-op job offers.

### Best Practices- Training and Preparation for the Job Search:

Your success in Co-op is highly correlated to participation in and thoroughness of effort in the training and preparation processes. Successful Co-op students will:

- Attend all required Co-op Seminars and workshops,
- complete the Co-op preparation assignments required for each workshop,
- meet regularly with their assigned Co-op Coordinator to properly prepare their resume(s) and cover letter(s), and,
- continue to meet with their assigned Co-op Coordinator to discuss job search tactics and strategies, and their Co-op sequencing.



## D. Job Search and Job Applications

It is required that you commence your job search at the beginning of the term and maintain a high level of job search activity until placed. The likelihood of success is directly related to the effort and flexibility you demonstrate. A Co-op job search will typically entail applying to upwards of 50+ opportunities per term. The job search for a FIRST (WKEXP 911) work term is often the most difficult and time consuming job search for many students.

You must realize that Co-op jobs are NOT specifically intended to be the start of a permanent role or position. Co-op jobs are a means of learning and preparation to help you understand what your best options are for a long term professional career. Therefore, you must expect that any and all Co-op jobs can be valuable for development, even if they are not in the exact environment or business sector you aspire to in the long term.

Many excellent opportunities arise outside of Edmonton and students are expected to consider and compete for these positions, unless they have a valid reason for restricting their job search based on location. DO NOT apply to Co-op jobs that are outside of Edmonton unless you are totally committed to accepting an offer in that location. Students in the program should anticipate relocating for at least one of their Co-op placements. (See Appendix F. Transportation and Housing).

It is important the Co-op students realize:

1. **There is NO JOB GUARANTEE-** The employment process is highly competitive and factors such as academic performance, skills, motivation, maturity, attitude, professional conduct, flexibility and performance potential determine whether or not a student is offered employment. Although every effort is made by the Co-op Office to find a sufficient number of work term positions for students enrolled in all Co-op academic majors, the openly competitive nature of the process means that no guarantee of employment can be made.
2. **Flexibility is required-** Co-op students can increase the possibility of being placed by being prepared to travel to any location in Canada to accept employment and by maintaining a flexible attitude toward the job search process.
3. **Job Variability-** There is variability in pay rates and in the degree of challenge among positions. Salaries are dependent upon a number of factors and are not the governing element in selecting a Co-op position. Prime considerations are to provide a work setting appropriate to the student's current ability and to provide opportunities for integrated learning and skill development.

## Best Practices - Job Search;

- Start the job search in the applicable terms as early as possible.
- Keep the job search as broad as possible in terms of location, business sectors and industries.
- Keep reviewing and applying to jobs until such time as an offer has been made and accepted. Anticipate 50+ job applications in the first Co-op job search.
- Develop a self-directed job search strategy with your Co-op Coordinator, which includes; scanning job posting boards beyond CareerConnect, utilizing a personal network to inform others of your Co-op plans and objectives, and consulting with your Co-op Coordinator to identify industries or companies that may be interested in establishing a Co-op opportunity.
- Read job descriptions in detail. Do not assume the job title adequately explains the role and duties.

## Best Practices - Job Applications;

- Many applications begin with a video pre-screen interview, or have a video component as part of the selection process. Be sure to practice using the resources available through CareerConnect Resources.
- Follow the exact directions for application as per the job description. Submit everything in an application that the employer has asked for, but no more than what they have asked for.
- Proof-read documents MULTIPLE times before these are submitted.
  - ANY spelling errors will result in an application not being considered.
  - Basic formatting errors or inconsistencies, rough grammar, and incorrect references to companies or persons are indications of a lack of attention to detail, and will also result in applications not being considered.
- Be aware of the application deadlines and be sure to submit your applications well in advance of the deadlines. Note that some employers may review applications on an ongoing basis, and therefore, a job posting may close before the stated deadline if the position has been filled.
- Save the job description for each job applied to so that you have the exact information on the role to refer to when preparing for interviews. This can be done when using CareerConnect by clicking “Apply”. This retains the job description in your CareerConnect records, even in cases where the application has been submitted through the employer website/system. For other jobs (not posted on CareerConnect), simply cut and paste the job information and save to your own digital files.

## E. Interviews

The interview is the opportunity for both the student and the employer to learn more about each other and to build certainty about the viability and “fit” of the role for each stakeholder.

Students can use the interview to determine if the job will be a good fit and bring value to their development. If, through the interview, the student determines that the role will not be appropriate, they can “Opt Out” of consideration for the position (See Opt Out Policy Section II. part E.).

Similarly, employers use the interview to determine if a candidate will be a good fit and bring value to their organization. Employers will usually make a ranking list of those candidates that meet their criteria, and begin with offer(s) to the top candidate(s) on the list. It is at the employer's discretion whether or not all candidates who were interviewed will be contacted regarding their offer status.

Note: It may be necessary to miss part of a regularly scheduled class in order to attend an interview. However, if an interview conflicts with an exam, students should contact a Co-op Coordinator as soon as possible to make alternative interview arrangements.

### Best Practices- Interviews;

- Closely monitor your email and phone in order to respond to interview requests that will come directly from the Co-op Office or the employer, and respond to the interview requests immediately.
- Contact your Co-op Coordinator if you have to cancel an interview or have any issues with scheduling an interview.
- Take CAREFUL note of interview location and time, and plan accordingly to allow for travel time and your arrival at least 10 minutes before scheduled interview.
- Well in advance of any actual interviews, use the Co-op and Career Services “InterviewStream” system (access through CareerConnect Resources) to practice general questions and to observe your own behaviors.
- Review and research thoroughly, including;
  - studying the job description for the position being interviewed for and be completely familiar with the duties and expectations,
  - reviewing the company Mission, Goals, customers, market, and,
  - check for any recent news about the company.

- Meet with your Co-op Coordinator to;
  - review potential interview questions that may be particularly challenging,
  - find out if there have been previous Co-op students in this role or with this company and what they experienced, and,
  - debrief after the interview to get feedback on ways to improve future interviews.
- Have appropriate attire for professional interviews.
- Have a hard copy of references available to hand out at the interview.
- Be aware of the Job search “Opt Out” Policy.

## F. Job offers and Acceptances

The Co-op Program requires that students respond to job offers within 24 hours, in order that employers can move forward with their recruitment objectives in a timely fashion. As such, students may need to accept an offer without knowing the outcome of other job applications and/or interviews.

### Best Practices - Job offers and acceptances;

- If a student has ANY questions or concerns about an offer that has been made, they should contact their Co-op Coordinator before accepting or declining an offer.
- Students will notify the Co-op office immediately upon acceptance of a job offer by both completing the Work term Record (WTR) on CareerConnect with the employment information and contacting their Co-op Coordinator immediately upon accepting the job offer.

## G. WKEXP Course Requirements

Prior to the beginning of each work term, students should make themselves completely familiar with the syllabus specific to their WKEXP course (911, 912, 913). All the information on the academic components for successful completion of each course is contained in the syllabus, including information on: Learning Objectives, Reports, Site Visits, and Employer evaluations. The syllabi can be found in CareerConnect/Resources/Co-op, and in eClass.

### Best Practices - WKEXP Course;

- Meet with the assigned work mentor/supervisor to establish work term Learning Objectives as early as possible in the term.
- Keep on track with and meet all due dates for all components of the written reports.
- Respond as soon as possible to requests from the Co-op Coordinator when organizing the site visit.

## **IV. APPENDICES**

### **A. Disclosure of Information**

The Co-op Office will only release information to potential employers and fellow Co-op students provided the student has granted permission to do so by signing the Release Form upon admittance to the program and that the request is appropriate.

### **B. Scholarships and Awards**

Students in the Co-op program can apply through the Undergraduate Office for appropriate scholarships and financial need bursaries, no later than April 15th of each year. Some scholarships and bursaries are restricted to Co-op students only. Eligibility requirements are usually stated in terms of years of study completed and performance over one academic year. The word "year" is to be interpreted as the two academic terms covering the course credit requirements of the "year" in question.

Co-op students remain eligible for all student scholarships; however work terms may impact the timing of eligibility.

The donor, not the University, determines eligibility for scholarships. Many scholarships require 30 ucw (unit course weight) based on the two allowed traditional semesters of fall and winter.

Co-op students are allowed more flexibility in that two 15 ucw within a calendar year may qualify them for eligibility. Please check with Student Connect Office for more clarification and information.

### **C. Additional Co-op Work Term**

The Co-op Program allows for a 4th (WKEXP 914) work term in extraordinary circumstances. Students who wish to complete a WKEXP 914 work term must first apply to the Director, Cooperative Education, for permission to do so. Decisions on allowing a student to complete a WKEXP 914 work term are at the discretion of the Co-op Director and the Undergraduate Program office. The circumstances that may be considered for eligibility to complete a WKEXP 914 work term are:

- A student who has only their WKEXP 913 to complete, but has received an offer from an employer for an 8 month position that **REQUIRES** the student to be registered in a Co-op WKEXP program for the full 8 month work term
- An international student who has already completed 12 months of Co-op WKEXP terms, and due to visa requirements is required to be registered as a full time student in a term, but due to academic scheduling is unable to register in academic courses to meet the full time student status, may be allowed to complete a WKEXP 914 term to fulfill the visa requirement.
- Other circumstances may be considered. Contact your Co-op Coordinator to discuss.

## D. Co-op Fees

Tuition amounts owing and payment deadlines can be found on BearTracks after the student has been registered in WKEXP. Inquiries regarding fee payments and deadlines should be directed to the Registrar's Office. Students are responsible for being aware of and adhering to all deadlines and regulations published by the Registrar's Office – failure to do so may result in financial consequences. Co-op students are not exempt from charges such as installment or late payment fees.

Co-op tuition fees are only paid when a student is registered in a WKEXP course. The following is the breakdown of all possible fees for work term participation for the 2018-2019 academic year. Tuition and fees may be adjusted on an annual basis. Refer to the fee assessment in BearTracks for current/exact amounts;

2018/19		NOTES
Tuition (Instructional Fees)	\$798.12	A
Student Academic Support Fee	\$175.64	A
Student Health and Wellness Fee	\$34.26	A
Students' Union Dedicated Fees 1	\$42.79	A
Students' Union Membership Fees	\$29.77	A
U-Pass Fee	\$148.00	B
Students' Union Health Plan	\$136.50	C
Students' Union Dental Plan	\$147.20	C
Total	\$1512.28	
PAW Centre Fee	\$27.00	D
Athletics and Recreation	\$82.00	D

### NOTES

A- These fees are required

B- Students on Co-op placements outside of the serviceable transit area for ETS, Strathcona County Transit, or St. Albert Transit, may opt out of the UPass. Students also registered in an on campus for credit course cannot have the UPass waived.

C- These yearly fees will be initially applied to all full time students, however students have the option to OPT OUT (not participate). Students must opt out prior to the deadline established by the Students Union.

D- These fees are NOT applied to students on Co-op work terms (registered in WKEXP courses). However, students have the option to OPT IN if they wish to continue to utilize these



services while on a work term. In order to opt in to these services please contact the Registrar's Office prior to the add/drop deadline for the term.

Tuition fees, plus an application fee (\$50) and seminar and workshop fee (\$150) are charged to cover a large portion of the cost of operating and administering the Co-op program.

## **E. Co-op Grades**

WKEXP courses do not provide students with academic credit and will not reduce the total number of credits required for the Bachelor of Commerce degree. Grades for WKEXP courses will not be used to calculate the student's GPA.

Grades for WKEXP courses are assessed on a Pass/Fail basis as follows:

### **CR:** Completed Requirements

The student has met all requirements of the work term in a satisfactory manner.

### **F:** Fail

The student's job performance during the work term has been deemed to be unsatisfactory by his/her employer and by the Cooperative Education Office.

Or, the student has failed or refused to ensure satisfactory completion of the requirements of the work term including related assignments (site visit, Co-op Report, Employer Evaluation). Students with a grade of Fail in a WKEXP course are ineligible for graduation with a Co-op designation, and will be required to transfer back to the regular Bachelor of Commerce program in order to complete their degree.

### **IP:** Course In Progress

During Spring/Summer Term WKEXP Registrations, this grade is assigned to Part A (spring term) with the final grade assigned to Part B (summer term).

## **F. Transportation and Housing**

The student is responsible for transportation to and from work each day and for finding their own accommodation while on a work term. If the placement is out of town, the Coordinator may have names and phone numbers of other students going to the same location and may be able to recommend resources to assist the student.

## **G. Combining Co-op with other student Leadership activities**

Students participating in the Co-op Program and either the Business Leadership Certificate or PRIME program must ensure their job search activities do not conflict with the requirements of those programs. For example, students in these programs cannot accept a work placement outside the Edmonton area during a fall or winter term. The Co-op program cannot authorize placements that conflict with residency and other requirements for these programs.

## **H. Program Transfers from Co-op**

### **1. Program Transfers- Student Requested**

Transfers from the Co-op program to the regular Bachelor of Commerce program will only be granted in those instances where, in the judgment of the Director, sound justification exists. Each case will be dealt with on its own merits. The Director, Cooperative Education and the Office of the Associate Dean, Undergraduate Program, must grant final approval for all transfers.

To request a transfer from Co-op, complete the Co-op Transfer form (found in CareerConnect/Resources/Co-op), and attach required documentation letter. Submit a hard copy of these documents to the Co-op Office.

Should a student elect to transfer from the Co-op program after accepting a Co-op placement, the transfer will not be processed until after the student completes all requirements of the Co-op placement.

### **2. Required to Withdraw- Co-op Program or Undergraduate Office Directive**

There are certain circumstances that would give grounds to be required to withdraw from Co-op. These circumstances include, but are not limited to:

- A lack of effort in the job search preparation including failure to complete the Introductory to Cooperative Education Seminars and Workshops.
- Low or no activity in the job search process.
- Rejection of a worthy job offer.
- Leaving a work term on your own volition, prior to completing the necessary number of weeks of full time employment.
- Being asked by an employer to leave the work term prior to completing the necessary number of weeks of full time employment.
- Poor performance (F) in any work term.

## **I. Academic Performance and Readmission**

### **1. Academic Performance and Co-op Eligibility**

Academic performance/continuation considerations are as set out in the Academic Regulations of the Faculty.

A student who is on academic probation while on a work term will receive non-academic credit for the work term if the student satisfies the regular requirements for that work term.

A student who is required to withdraw from the Faculty cannot receive credit for a work term while this requirement is in effect, and that student's employer will be so notified.

If a student is required to withdraw from a WKEXP course because of failing academic grades, the student may be permitted to complete the work term provided the employer agrees.

Work term performance is evaluated on a CR (Completed Requirements)/F (Fail) basis as described in Appendix D. Any student receiving a grade of Fail for any one four-month work experience course will normally be required to withdraw from the Cooperative Education Program. They will not be readmitted to the Co-op program, but may continue in the regular BCom program.

#### **Readmission**

Students, who for personal reasons, elect to take one or more terms off from their BCom Degree Program with written permission, may be readmitted to the Co-op program provided all conditions listed in the appropriate section of the University Calendar are met.

The Faculty regulation on withdrawal and readmission states that a student asked to withdraw from the faculty may be readmitted after a period of at least one year. The application and interpretation of this regulation for the students in the Co-op program is set out in the remainder of this section.

Co-op students who are required to withdraw from the Faculty for failing an academic year may apply for readmission to the Faculty and may also apply for readmission into the Cooperative Education program. In cases where a student wishes to remain in the program, application for readmission to the regular program may be made for the Fall term which is one year removed from the failed academic year. The student may register in a subsequent work term prior to the academic term. Credit for the work experience in this term however, is dependent on the usual criteria, plus the successful completion of the subsequent academic term.

## **J. Student Loans and Interest Free Status**

Federal and Provincial Government student loans begin to accrue interest six months after a student ceases full time attendance at a post-secondary institution. If you have made use of student loans, you need to take the following steps to notify loan officials of the fact that you are considered a full time student and are therefore entitled to interest-free status throughout the duration of your Cooperative Education work terms. Failure to do so could result in your being asked to begin repayment on any outstanding loans. A student with loans who accepts an 8 month placement, after previously completing 8 months of work experience, may want to consult a Coordinator regarding the 913 WKEXP course registration timing. (Note that the interest free status is applicable when you are formally registered in a work experience course.)

1. Obtain "Confirmation of Enrollment" forms from the Student Connect Center (1st Floor, Administration Building). You will need different forms for federal and provincial loans.
2. Identify yourself as a "Business Co-op Student" to the person at the reception. Your forms will be signed at the beginning of the term to indicate that you are a full-time student.
3. Present the forms to your bank within 30 days of having been signed by the Office of the Registrar and Student Awards.

## **K. Student Status, Financial Considerations & Absences**

### **1. Legal Status of Students During the Work Term**

During a work term, the student is an employee of the placement employer and not an employee or agent of the University. In all matters relating to work activities, the student will be under the supervision and direction of the employer and not under the supervision and direction of the University. During the period a student is registered in a WKEXP course the student also maintains full-time student status at the University of Alberta.

### **2. Salaries, Benefits and Other Financial Considerations**

Employers determine the salary paid to Co-op students and are responsible for the administration of salary payments and deductions. Generally, the student will receive vacation pay as part of their salary and will be eligible for statutory holidays.

As short-term employees, students do not normally qualify for benefits such as health and medical coverage. The student is responsible for ensuring they have adequate medical coverage during the work term. The student may qualify for coverage through their parent's plan during Co-op terms provided they are considered dependents under the plan regulations.

The Workers' Compensation Act covers major industries in Alberta. Other jurisdictions have similar legislation. If the employer is covered by the Worker's Compensation Act, student employees may be entitled to compensation benefits in the event of disability.

### **3. Income Taxes and Other Statutory Deductions**

At the beginning of the work term the employer will ask the student to complete a TD1 form for income tax purposes. Employers are required to deduct income tax, Canada Pension and Employment Insurance premiums from employees.

The student will receive a T2202A tax form from the Office of the Registrar and Student Awards each year for tuition fees. Tax credits are available for amounts paid during the year as tuition (including work term tuition). The student is not eligible, however, for the monthly education or textbook tax credit while the student is on a Co-op work term. For example, a student who has one four-month academic term and two four-month work terms during a taxation year will be eligible for the education tax deduction for four months only.

Students who relocate for a work term may be able to claim an income tax deduction for moving expenses not reimbursed by their employer. For information on eligibility, please contact the Canada Revenue Agency.

#### 4. Vacation, Illness and Other Absences

Any request for time off should be discussed with the employer prior to commencement of the work term and arrangements should be made based on the employers policies. Since work term placements are short term, employers are not expected to provide actual vacation time.

As a Cooperative Education student, any absences due to illness, compassionate leave, jury duty, etc. may mean a loss in pay, unless the student qualifies for employee benefits.

If the nature of the absence is such that it will interfere with the completion of the work term, the student should notify the Coordinator and Employer immediately.