

CIIS
Co-operative Education
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CO-OP REQUIREMENTS AT CIIS FOR ACADEMIC PROGRESSION

Co-operative Education Definition

Co-operative Education is defined as a program that formally integrates a student's academic studies with work experience in Co-operative employer organizations. Co-operative education is the bridge between the employer, the student and the academic institution. Employers benefit from the latest theories and fresh ideas from the academic world, institutions gain practical input from the professional community, and students receive hands-on experience in their chosen field of study.

The usual Co-op model followed is for students to alternate periods of academic study and work experience according to the following criteria:

- § Each work situation is developed and/or approved by the Co-operative educational institution as a suitable learning situation.
- § The Co-operative education student is engaged in productive work rather than merely observing.
- § The Co-operative education student might receive remuneration for the work performed in some cases.
- § The Co-operative education institution monitors the Co-operative education student's progress on the job.
- § The Co-operative education student's performance on the job is supervised and evaluated by the student's employer.
- § The Co-operative work experience is normally 12 – 14 weeks.

Co-op students can be employed in a wide range of assignments including special projects or routine duties and processes. Co-op employers have continuous access to talented and highly motivated students who can meet their short-term human resource needs. Employers also have the opportunity to assess student potential for long-term recruiting needs.

By alternating work terms with study terms, students are able to test theoretical knowledge gained in the classroom. Students are able to develop skills, explore career options and establish networks with potential employers.

How Employers Benefit from Co-op

The benefits that an employer can obtain from co-op education are many. The most important ones are:

- Co-op provides a year-round supply of highly motivated and capable temporary employees.
- Provides access to future graduates, who have already demonstrated their skills, attitudes and abilities during their Co-op work term.
- Brings fresh ideas, and new methodology to the workplace
- Enhances corporate profile and demonstrates a commitment to the community
- Provides employers with an opportunity to influence educational curriculum to ensure that graduates have the skills needed by their companies.

Role of Co-op Office at CIIS

The Co-operative Education Department at CIIS (CED) provides efficient, professional and equitable service to all of our stakeholders – students, employers and parent institutions. It provides work experience opportunities for students with business, industry and government agencies.

The main focus of Co-operative Education at CIIS is to provide efficient, professional and equitable service to all of our stakeholders – the students, employers and the college. CED provides employment opportunities for students with business, industry and government agencies. It also offers comprehensive career development services to all Co-op students. These include:

- § Development of Resume, covering letter and interview counseling.
- § Job search strategy development.
- § Assists students with self directed job searching.
- § Locates potential work experience opportunities.

- § Assesses suitability of work placement assignments.
- § Facilitates student application and selection process, including advertising job openings, forwarding resumes and arranging interviews.
- § Maintains student/employer files and databases.
- § Provides individual counseling, performance evaluation and career planning.
- § Provides workplace monitoring/mediation between employers and Co-op students when necessary.
- § Provides industry feedback to college for curriculum and program planning.
- § Provides job-search resources, i.e. directories, company profiles, reference materials.
- § Develops promotional materials.
- § Participates in trade shows, professional organizations specific to program areas.
- § Develops and formulates policies and procedures related to Co-op programs.
- § Participates in Co-op activities at college, community, provincial, national and international levels.
- § Employment preparation sessions, Co-op Hour (CPHR0001).
- § Mentoring students during Co-op.
- § Provide training to students on E- Recruiting.
- § Guidance for investigation of International Employment opportunities.

The Co-op Coordinator works to generate suitable Co-op employment positions for all students. However, students are required to participate fully in the job search process and to begin their job search early in the semester in conjunction with the Co-op Coordinator.

Co-operative Education Procedures

Procedures and responsibilities have been defined to ensure efficient and effective use of the Co-op services. It is essential that students follow these procedures to meet their Co-op requirements. Within these Co-op procedures, reference will be made to the Academic Policies affecting Co-op. It is the students' responsibility to access the services provided.

To meet graduation requirements students must complete all academic requirements established by their academic departments, and successfully complete the required number of Co-op work terms.

The Co-op Department reserves the right to take appropriate action in the event that a student does not adhere to the Co-op procedures and responsibilities. In some instances this may include a "Failed Work Term" decision relevant and/or a delay in graduation.

Co-op Work Sequence & Co-op criteria for transfer students

Students can transfer to the parent Institution after 1st year, 2nd year or during 3rd year. The minimum eligibility criterion to apply for transfer is successful completion of continuous 1st and 2nd semesters of academic study and a satisfactory 1st Co-op. The term progression for the various programs is as shown.

For CIIS MET-AM

	Sept-Dec	Jan-Apr	May-Aug
Year 1	Academic Sem 1	Academic Sem 2	Co-op 1
Year 2	Academic Sem 3	Co-op 2	Academic Sem 4
Year 3	Co-op 3	Academic Sem 5	Academic Sem 6

For CIIS – BCS

	Sept-Dec	Jan-Apr	May-Aug
Year 1	Academic Sem 1	Academic Sem 2	Co-op 1
Year 2	Co-op 2	Academic Sem 3	Co-op 3
Year 3	Academic Sem 4	Academic Sem 5	Co-op 4
Year 4	Academic Sem 6	Academic Sem 7	Academic Sem 8

For CIIS - BBA

	Sept-Dec	Jan-Apr	May-Aug
Year 1	Academic Sem 1	Academic Sem 2	Co-op 1
Year 2	Academic Sem 3	Academic Sem 4	Co-op 2
Year 3	Academic Sem 5	Academic Sem 6	Co-op 3
Year 4	Academic Sem 7	Academic Sem 8	-----

Students cannot transfer to the parent Institution during a Co-op Work semester. The work must be completed and a Co-op Clearance Certificate obtained from the Co-op Department before a transfer can be approved.

Note: The Institute reserves the right to change the schedule for the Co-op work terms if required, in the interest of the students.

GENERAL INFORMATION

Eligibility criteria to participate in co-op work term

GEORGIAN COLLEGE: MET-AM

- § Average above 60% marks in all semesters
- § Attendance – 75% and above in all courses
- § All mandatory courses of semester 1 and semester 2 must be completed before the first Co- op
- § No record of Academic Dishonesty or Misconduct or suspension
- § 60% attendance and 50% grade in Co-op preparation classes conducted before the first Co-op work term

THOMPSON RIVERS UNIVERSITY: BCS and BBA

- § Average above 60% marks in all semesters.
- § Attendance – 75% and above in all courses
- § BCS students must have completed 263, 114, 138, 139, 253, 181, 157, 167 prior to their First Work Term
- § Should not be a case of Academic Dishonesty or Misconduct or suspension
- § 60% attendance and 50% grade in Co-op classes conducted before the first Co-op work term
- § BCS year-3: Above 65% marks

Note: The above criteria are for the first co-op term for the respective programs. The eligibility criteria for the subsequent terms shall be communicated to the students at the appropriate time well before the co-op work term commences.

Students who are on PROBATION or missing credits may request approval to proceed from the Co-op Manager. The decision will be made in consultation with the concerned academic Co-ordinator for the program area. This decision is final and no appeal is possible.

To be eligible for subsequent Co-ops, all the previous academic semesters and the previous Co-op must be completed successfully. Students who are not in Good Academic Standing may NOT proceed to the Co-op work term and the employer will be so notified if prior employment arrangements have been made. A missed Co-op term may be completed in future semesters when the student returns to Good Academic Standing.

Co-op Classes

During semester 2, in addition to the regular course study, the Co-op Department undertakes Co-op classes. The classes are conducted once a week from January to April.

The aim of Co-op classes is to:

- § Educate students about the importance of Co-op
- § To prepare them for the upcoming interviews for their first Co-op
- § Develop professional behavior and etiquette
- § Educate the students about their duties and responsibilities during their Co-p work term
- § Provide information about the employers where previous CIIS students have completed their Co-op work terms
- § Educate and prepare students for their upcoming job responsibilities
- § Train students for job interviews
- § Help students prepare Professional resumes

Attendance in Co-op classes must be at least 75%. Students who miss more than 25% of the classes may not proceed to Co-op. At the end of second semester potential Co-op students must achieve a grade of at least 50% on the Co-op Test in order to proceed. Students learn how to behave in a professional manner for their upcoming Co-ops.

Co-op Fees

A Co-op fee of 170 CAD (in equivalent Indian Rupees) is charged for each work term. Students pay the Co-op fee along with the semester fee prior to the work term. If a

student is found ineligible to participate, the Co-op fee is credited to subsequent fee charges.

CO-OP FEE POLICY

The Co-op fee is to be paid by every student for all Co-ops prior to the Co-op work-term, whether the Co-op department or the student arranges the Co-op. Following are the categories under which the student must pay the Co-op fee:

Eligible for Co-op Work-term:

Students eligible for Co-op have to pay the Co-op fee prior to the Co-op work-term. The student has the option to either proceed with the co-op or withdraw from the Co-op with prior information (Co-op Willingness Form).

Withdrawal from Co-op Work-term:

If the student withdraws from Co-op with prior information (Co-op Willingness Form), the deposited Co-op fee is not refunded. It is adjusted to the next Co-op.

Ineligible for Co-op Work-term:

If the student is not eligible for Co-op, the deposited Co-op fee is not refunded. It is adjusted to the next Co-op, when the student becomes eligible.

Invalid Co-op Work-term:

If the Co-op of a student becomes invalid, the fee is not refunded. The student has to pay the fee again when he / she repeats the Co-op. It is like repeating a course.

Transferring Students:

For students hoping to take a transfer, the Co-op fee has to be paid. If the student withdraws from the Co-op with prior information (Co-op Willingness Form), the fee is adjusted towards the final settlement of dues.

PRE-WORK TERM PROCEDURES

Co-op job Postings

Co-op opportunities are posted on the Notice Board. Additional information on postings is available with the Co-op department. As a Co-op student there are number of responsibilities:

- § Checking Notice Board or your personal email regularly for new postings, interviews shortlists and other important information.
- § Reading each job description carefully, noting details of the position and the job number.
- § Consulting the Co-op coordinator if additional information is required.
- § Applying for all positions that match the discipline and interest area.
- § Submitting a cover letter and resume to the Co-op office by the posted deadline.

All students are placed in a position by the Co-op department for their 1st Co-op. For the 2nd and 3rd Co-op the Co-op department provides support by means of generating postings and creating Co-op positions with various industries. Students must apply and search jobs on their own.

Each posting will have a specific closing date and time. Only those applications that have been received by the deadline will be passed on to the employer for short listing. Late applications will **NOT** be accepted.

Once the employer has received the application cover letters and resumes, they normally notify the Co-op office which students will be interviewed. The Co-op coordinator will **NOT PLACE** the student in a position. It is up to each student to secure a position through a competitive posting and interview process. Many of the postings in the Co-op office are also posted at other institutions. Therefore, the competition is much larger than simply within the given CIIS program or class.

Co-op Interviews

The employer will develop a short list of applicants for interviewing. The Co-op coordinator will help arrange a location, time and date for the interview. Some interviews occur by telephone and some at the employer's place of business.

Students selected for an interview will be notified by e-mail or telephone or notice board. It is the responsibility of the student to check his/her email / notice board regularly and to confirm with the Co-op office that the student is available for the interview.

The student is expected to attend all interviews granted to the student by an employer and to be prepared for each one. If the student anticipates missing an interview for a legitimate reason, the student must contact the Co-op office immediately. If he/she fails to attend an interview without a valid reason, or fails to advise the Co-op office in advance, the student may be excluded from that work term and future work terms.

Employer's feedback on students interview performance is encouraged. This feedback is available with the respective Co-op coordinator.

Offers of Employment

Employers generally make their offer to a student through the Co-op coordinator. Occasionally, an employer will contact a student directly. If this happens, the student must contact the Co-op office immediately as to the nature of the offer and the students' decision.

1. Accepting a Job offer

Co-op job offers must be accepted or rejected within 24 hours. Job offers are formally accepted or rejected through the completion of the Acceptance of Co-op Work Term Employment Form (TRU) / Learning Agreement Form (GC) available at the Co-op office.

When the employer makes a job offer, the student makes a firm commitment to the employer by completing the Acceptance of Co-op Work Term Employment Form (TRU) / Learning Agreement Form (Georgian). Students once placed are expected to commit to an employer and not apply for other positions. Failure to honor a commitment will lead to withdrawal from the Co-op program. Extenuating circumstances must be handled through the Co-op office.

2. Declining a Job offer

The student must consider all aspects of a Co-op job opportunity before applying for it. If, however, the student decides to decline an offer of employment, he/she must inform the Co-op office immediately, and the Co-op coordinator will remove the students' name from the competition. Normally, students are expected to accept job offers.

If the student declines offers of employment because of location, hours of work, pay or simply because the student thinks something better may come along, the eligibility of the student for Co-op will be jeopardized.

Returning to the same employer

Although it is quite common for employers to ask successful student employees to return to work in subsequent work terms, it may be beneficial for the student as well to return to the same employer for another work term experience. In that case CIIS expects that the employer will offer more responsibility and a varied experience.

Relocation

CIIS strongly advises the students to accept job offers wherever the opportunity arises. Students must be prepared to relocate or commute to find their Co-op job. They should not insist on working only with their own selected teams members or in a preferred location.

THE CO-OP WORK TERM

Credit for Co-op Work Term

The Co-op student's Co-op credit(s) will be deemed successfully completed when:

- § Participation and attendance in year one scheduled Co-op classes.
- § Successfully obtained a work term.
- § Must have completed the terms of the work term as agreed by the student and employer.
- § Acceptance of Co-op Work Term Notification Form (TRU) / Learning Agreement Form (Georgian) has been completed and submitted to the Co-op office prior to starting each work experience (even if you are returning to an employer), or no later than the last day of the first month into the Co-op work semester (refer to Academic Practices & Procedures for penalty).
- § Co-op Work Experience Log and Report (Georgian)/ Student Evaluation (TRU) has been maintained while on each Co-op work term.
- § A successful Employer Evaluation has been completed and signed by the student and employer before leaving each Co-op work site.
- § Attendance and participation at the employment site by the student to the satisfaction of the employer.
- § Paid their work term fees.
- § Students will be required to submit the Work Experience Report on a specific date. This report must be attached to the Employer Evaluation. These documents must be submitted to the Co-op Coordinator; two-weeks after the scheduled debriefing session. The above-mentioned documentation is required after each Co-op work experience.
- § Experience Certificate from the Employer

Co-op Work term tenure

The Co-op work term tenure is 12-14 weeks. It is 12 weeks in case of an organization that has a six-day working week (72 working days) and 14 weeks in case of an organization that has a five-day working week (70 working days).

Types of Co-op Work terms

Back-to-Back Work Term

- § Back to back Co-op work terms are allowed in the same company only after completing academic semester between the work terms. Students cannot work for two work terms sequentially. except BCS.
- § Students cannot work from home.
- § Students cannot work at the campus for an external employer except in special circumstances and with the approval of the Co-op coordinator.

Co-op through department

The Co-op Coordinator will work to generate suitable Co-op employment positions for all students. However, students are required to participate fully in the competition process and to start working in coordination with the Co-op coordinator early each semester.

Arranging Co-op Independently

A student can arrange for a co-op independently. The general guidelines for this are:

- § Independently arranged placements must be confirmed before the Co-op placement deadlines.
- § Students must provide the Co-op Manager with company details prior to the start of work term. Details pertaining to: Company name, contact name, and contact number. Company address, project title and project details, job responsibilities of student, pay, number of working hours.
- § Project approval by Co-op coordinator must be obtained prior to start work term.
- § If working at Guardian's company, a person other than a relative must do the employer evaluation.
- § All other Co-op policy terms and conditions are applicable to students who arrange their own Co-op.

Co-operative Education Code of Ethics at CIIS

A well-defined code of conduct is followed in the administration of Co-op education. The code defines the conduct rules for the students to follow and outlines the expectations from the employers as well.

Student's Co-op Responsibilities

It is the student's responsibility to:

- § Abide by the Co-op policies/procedures of their institution.
- § Ensure that employers are provided with accurate and appropriate information regarding their qualifications and interests.
- § Apply only for the jobs in which they have a genuine interest.
- § Notify the Co-op office, in advance, if interviews must be rescheduled or cancelled.
- § Be prepared for interviews.
- § Not discuss/mislead employers about their ranking/job offer intentions.
- § Not provide information to employers on other students/employers.
- § Honor their acceptance of employment as a contractual agreement with the employer.
- § Honor their employers' relocation policy (if applicable).
- § Respect the policies of employers regarding confidential/proprietary information.
- § Students must have attendance of 85% or above.
- § Transportation to and from the work place and arrangements for accommodation are typically the student's responsibility.
- § Students should expect to be treated at work as a regular employee and should observe all the rules and regulations of the employer. He/she may expect to be assigned the junior level tasks initially. When the employer sees that the student can do the work cheerfully and competently, he/she may be given more advanced and rewarding tasks.

Co-op Employer's responsibilities

It is the employers' responsibility to:

- § Respect the institution's schedules regarding job postings, interview arrangements, job offers, etc.
- § Provide the institution with up-to-date corporate literature and provide accurate job posting information including stipend and relocation requirements.
- § Provide reasonable notice of candidates to be interviewed and of interview cancellations.
- § Adhere to the Co-operative education policies and procedures of the institution.
- § Not discuss job offers/rankings with candidates before, during or following an interview.
- § Not provide candidates with information on other companies.
- § Not seek a candidate's assessment of another candidate.
- § Not renege accepted offers nor rescind offers of employment.
- § Confirm all job offers in writing.
- § Not encourage a student to leave his/her program of study, by offering permanent employment.
- § Comply with all relevant legislation related to employment and workplace practices and standards.

Institution's Co-op responsibilities

It is the responsibility of CIIS to:

- § Inform students, employers and other interested parties of policies and procedures.
- § Provide equal services to all students and employers.
- § Accommodate employers' reasonable requests for job posting, interview space and presentation facilities.
- § Provide students with accurate and approved information on all recruiting employers.
- § Follow ethical and legal guidelines in providing student information to employers.
- § Notify the employer of any hiring limitations prior to them conducting interviews.
- § Notify employers of any students who, after being hired, do not achieve an academic level high enough to allow them to continue in the program.

§ Comply with all relevant legislation related to employment and workplace practices and standards.

What does NOT count as Co-op Experience?

A valid Co-op entails the fulfillment of certain norms and criteria. The student must undertake productive work that is related to his/ her Program of study. The following are not counted as valid Co-op experience:

- Taking classes outside institute for some specialization courses.
- Doing a specialized certification course
- Starting the work term at one organization and then completing it with another unless approved by the Co-op department.
- Not completing a minimum of 3 months of Co-op time at the same employer.
- Leaving the Co-op employer prior to the completion of the committed duration.

Some points to be kept in mind by the student:

- § Do not be afraid to ask questions.
- § Do not try to cover up mistakes.
- § Since you will be working with people of all ages and experience levels, be friendly and considerate.
- § Do not get involved in office or organization politics.
- § Concentrate on the good points of people and organizations, rather than criticizing the bad points.
- § In case you require a day off during your Co-op, please obtain permission in advance from your employer / supervisor.

All issues and concerns must be discussed with the Co-op coordinator during the work term and not after the work term is over.

Students must abide by all the rules and regulations of the organization as regular employees. He /she will be fully responsible for assigned task and accountable for them.

Confidentiality

Confidentiality issues should be discussed and agreed to prior to a job offer and acceptance. Student employees must comply with their employer's policies regarding confidentiality and recognize that the information they work with, including the results of any research undertaken, belong to the employer.

Problems in the Workplace

Should any unusual circumstances arise during the work term (e.g. behavioral problems or medical emergencies); employers should contact the Co-op coordinator who will help to facilitate a resolution. Should employers consider dismissing a Co-op student, they are urged to consult with the Co-op office as early as possible to discuss their concerns.

Vacations

If a short leave or day-off is required, it must be approved by the employer and the Co-op coordinator must be informed about it. Long leaves are not allowed unless approved by the employer and the Co-op coordinator.

Failure to report to Co-op Job

If a student fails to report for work after accepting a Co-op job, he/she may be excluded from future Co-op work terms and withdrawn from the Co-op program.

Quitting a Co-op job

If the student considers quitting a co-op job before the end of a scheduled work term, he/she must consult the Co-op coordinator before taking any decision. Failure to consult may lead to withdrawal from the Co-op program.

CO-OP WORK TERM PROCEDURES

Acceptance of Co-op Work Term Notification Form (TRU) / Learning Agreement Form (GC)

This is a written agreement between the student and the Georgian College / TRU that identifies the location and duties of the Co-op work experience. Prior to starting any work experience, this form must be submitted to and signed off by the Co-op coordinator before the commencement of the Co-op work term. Failure to submit the Form in a timely manner will result in being ineligible for the Co-op credits.

Employer Evaluation (TRU and GC)

At the end of each work term, the employer will be asked to complete a formal written evaluation of the student's performance. To successfully complete the work term, the student must receive at least a "satisfactory" rating from the employer.

Student Evaluation Form (TRU) / Log Report Form (GC)

At the end of each work term the student is required to complete a Students Evaluation of the Work Term Form (TRU) / Log report Form (GC) to be submitted with the work term report.

Co-op Work term Report

For each work term, students will be required to complete a work term report consisting of 15-20 pages each work term in APA format for submission to the Co-op office at the end of the work term. The format and guidelines for the report are available from the Co-op coordinator for each program. The students are required to submit their documents in the third week of the subsequent semester. A notice of the submission deadline will be posted on the Co-op notice board. The work term report fulfills several purposes:

- § It allows students to develop and refine their written and oral communication skills.

- § It allows the Co-op department to assess what the student has learned during the work term.
- § It provides the employer with valuable insight and feedback.
- § Sample reports will be kept on file to give future students an idea of how to write a work term report.

Work term Monitoring / on site Visits

During each work term, the Co-op department will conduct mid term monitoring. Students will be visited and/ or telephoned by either the Co-op coordinator or a Co-op representative. During this monitoring process, the student's learning and progress will be discussed with the supervisor and the employer. The student's level of understanding and learning of the position and his/her overall professional development will be reviewed.

Return to campus

Students are expected to maintain communication with the Co-op Manager throughout their participation in the Co-operative Education program. On returning to campus a meeting is scheduled by each student (**Debriefing Session**) with the Co-op Coordinator to discuss the results of the Co-op experience.

CO-OP WORK TERM EVALUATION

Evaluation Methodology

Students must submit the following Co-op documents after completion of the work term to the Co-op coordinator:

- § Acceptance of Co-op Work Term Notification Form (TRU) / Learning Agreement Form (GC)-Before commencement of Co-op work term.
- § Employer Evaluation Form (TRU and GC).
- § Student Evaluation Form (TRU) / Log Report (GC) Form.
- § Work Term Report.
- § Experience Letter from the Employer

All of the above must be submitted to the Co-op office by the deadlines communicated by the Co-op department. A formal Co-op Work term presentation will take place to evaluate student's performance.

Involvement of faculty and concerned department

The Co-op Department has full rights to validate each Co-op work term. The presentation made by the student in the presence of the Co-op department and faculty is part of the validation process.

The Co-op work term can be recorded as Unsatisfactory if the work done during Co-op is not consistent with standards or fails to meet Co-op requirements.

Failure /termination/ cancellation of a Work term

If a student fails a work term, he/she may be prohibited from continuing in the Co-op program. If a student fails a work term, he/she will receive an "Unsatisfactory" mark on his/her transcript. Any of the following will result in Unsatisfactory Co-op work term:

- § Co-op Work term less than 12-14 weeks
 - 12 weeks (6 working days in a week)
 - 14 weeks (5 working days in a week)
- § If the student receives an unsatisfactory evaluation from the employer.
- § If the student fails to complete a work term by due date.
- § If the student is terminated from the posting due to unacceptable behavior or other valid reason given by the employer.
- § If the student breaches the trust of the employer and betrays the principle of confidentiality.
- § If the student fails to pay the Co-op fee.
- § If the student has not attended the Co-op classes or does not obtain a minimum of 50% in the Co-op test and 60% attendance in the Co-op classes.
- § If Co-op attendance is below 85%
- § If Co-op work term documents are not submitted to the Co-op office in time.

- § If there is unapproved absence/long leave, or the student leaves the Co-op work term before the due date of completion without informing the Co-op coordinator or the employer
- § If there is evidence of plagiarism or submission of forged documents.