Guidelines for Completing the Co-operative Education Academic & Work Sequence Agreement

WHEN IS AN ACADEMIC & WORK SEQUENCE AGREEMENT REQUIRED?

- When applying to the co-op program as an in-course student (i.e. regular non-co-op student)
- When a current co-op student wishes to maintain their co-op status and change their specialization/major
- When a current co-op student changes their degree program and would like to be re-instated into the co-op program
- When a student has been admitted with more than 2.0 transfer credits, which may impact the student’s sequence
- When a current co-op student deviates from the sequence published in the Undergraduate Calendar (approval required)

WHAT CRITERIA DOES CO-OPERATIVE EDUCATION & CAREER SERVICES (CECS) HAVE FOR APPROVING A SEQUENCE?

As per the Co-op Policy (Section B.1.b.iv.) students are required to follow the academic and work sequence as per the Undergraduate Calendar. If, for one of the reasons listed on the sequence form, this is not possible, a revised schedule may be proposed. A Program Counsellor/Co-op Faculty Advisor approves the academic scheduling and CECS has final approval of the sequence as it relates to co-op requirements and management of the co-op program. It must include:

- COOP*1100 – a mandatory, non-credit course taken in the semester prescribed by the program
- at least one Fall co-op work term, one Winter co-op work term and one Summer co-op work term
- no more than five full-time academic semesters before beginning the first co-op work term
- no more than 2 consecutive work terms, unless prescribed by the program
- the same total number of co-op work terms as stated in the Undergraduate Calendar for the major
- the final term as an academic term
- co-op work terms that do not follow an OFF term, unless prescribed by the program

If a student is requesting a sequence revision for disability related accommodation they must be registered with Student Accessibility Services and disclose the disability in confidence to CECS.

SCHEDULING COOP*1100

COOP*1100 is offered in Fall and Winter semesters based on the major and is taken in addition to a regular course load.

WHAT APPROVALS ARE NECESSARY?

If the proposed Academic & Work Sequence does NOT follow the Undergraduate Calendar OR you are transferring majors/changing your degree program, your Program Counsellor or Co-op Faculty Advisor MUST approve your modified sequence in order to verify that degree requirements are being met and course availability has been taken into consideration. A Program Counsellor or Co-op Faculty Advisor is able to assist you in the creation of a schedule.

If the Academic & Work Sequence follows the Undergraduate Calendar, you may return the form directly to the Co-operative Education Reception desk without any signatures required.

Prior to submitting to CECS for final approval it is advised that you make a copy for your own records.

- If you are applying to co-op or requesting a co-op transfer, instructions and associated deadlines can be found at www.recruitguelph.ca (guideline documents).
- Complete the Academic & Work Sequence Agreement to the best of your ability using the Undergraduate Calendar as a reference and contact a Program Counsellor or Co-op Faculty Advisor for a meeting ONLY when approval is required for proposed sequence (if it does not follow the published schedule).
- If you are proposing a sequence that does not following the prescribed sequence, attach documentation explaining the reason.
- Submit the Academic & Work Sequence Agreement to CECS with your completed application or transfer forms.

Revisions to the Co-op Academic & Work Sequence Agreement that does not follow the prescribed schedule published in the Undergraduate Calendar must first be approved academically by a Program Counsellor/Co-op Faculty Advisor and then submitted for approval by CECS. Sequences may be declined if both approvals do not occur.