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A. INTRODUCTION

The Co-operative Education Program at the University of Guelph reflects a partnership among four parties: the Students, the Academic Departments, the Employers, and Co-operative Education & Career Services (CECS). These policies and procedures have been established to bring maximum benefit to students and to expedite the co-op process in an efficient way. It is the goal of CECS and the Academic Departments to support co-op students to every extent possible.

B. RESPONSIBILITIES

The success of the co-op program relies upon the four partners understanding their responsibilities.

1. THE STUDENT

Students are representatives of the University of Guelph and must conduct themselves accordingly in a professional manner. The responsibilities of the student include:

a. Admission to a Co-op Program

Normally students are admitted to a Co-operative Education program directly from high school in the Fall semester through Admission Services. For a complete listing of University of Guelph admission requirements visit www.uoguelph.ca/admissions.

The decision to admit an in-course student is dependent upon space in the program, the grades of the student, the approved Co-op Academic & Work Sequence Agreement, and any other information relevant to the program.

Some programs may admit in-course students after first or second semester. Please refer to the Schedule of Dates in the Undergraduate Calendar for in-course application deadlines.

b. Continuation of Study

Co-op is designed for full-time students. Deviating from the prescribed schedule of studies listed in the Undergraduate Calendar may result in delayed graduation, unsuccessful completion of the co-op requirements and/or being required to withdraw from the co-op program.

i) Academic Status

It is mandatory that co-op students be registered full-time for the duration of their program as outlined in the schedule of studies listed in the Undergraduate Calendar.

Students who deviate from the prescribed schedule must complete a revised Co-op Academic & Work Sequence Agreement (refer to Student Responsibilities b) iv) for further details) and obtain the necessary approvals.

ii) Grades

Students are required to meet a continuation requirement at the end of academic semester two. Students will be allowed to continue in the co-op program only if their cumulative average is 70% or higher after two full-time consecutive academic semesters.

B. RESPONSIBILITIES\The Student\Continuation of Study (cont'd)

ii) Grades (cont'd)

Students who are not in good standing with the University of Guelph will be removed from the Co-operative Education program.

iii) Introduction to Co-operative Education (COOP*1100)

COOP*1100 is a required, non-credit course for all students in the co-op program and is scheduled the semester preceeding the student's first work search semester.

COOP*1100 is offered in Winter (academic semester 2) and Fall (academic semester 3). Students should consult the Schedule of Studies for their major in the Undergraduate Calendar.

While this course carries a 0.0 credit weight, a grade of Outstanding Pass, Pass or Fail will appear on the student's transcript. As the pre-requisite for the first employment process and Work Term I (COOP*1000), students must pass COOP*1100 in order to be eligible to continue in the co-op program.

External transfer students who have completed a similar course at another institution may be eligible to waive the COOP *1100 requirement.

iv) Co-op Academic & Work Sequences

Students are required to follow the schedule of studies as outlined in the Undergraduate Calendar. Where a program has two co-op stream options, students will be defaulted to an established "Stream A".

If a student cannot follow their prescribed schedule, an alternate Co-op Academic & Work Sequence Agreement must be arranged with the Program Counsellor or Co-op Faculty Advisor who will review the academic requirements and provide academic approval. CECS will ensure that the revisions to the Co-op Academic & Work Sequence Agreement meet the co-op requirements and provide final approval.

To achieve co-op certification, schedules must normally include:

- COOP*1100, taken in the semester prescribed by the program
- one Fall co-op work term
- one Winter co-op work term
- one Summer co-op work term
- no more than five full-time academic semesters before beginning the first co-op work term
- the same number of co-op work terms as scheduled in the Undergraduate Calendar
- no more than two consecutive co-op work terms, unless prescribed by the program
- co-op work terms that do not follow an "OFF" term
- the final term as an academic term
- a list of courses scheduled for completion, clearly articulating the availability of courses in a particular semester
- full-time academic semesters

B. RESPONSIBILITIES\The Student\Continuation of Study (cont'd)

iv) Co-op Academic & Work Sequences (cont'd)

Two consecutive "OFF" semesters will not be approved.

CECS approval is required for exceptions to the requirements listed above. Requests will be considered on a case-by-case basis.

v) Co-op Work Term

Students must be compensated during a co-op work term. A co-op work term normally consists of 16 weeks beginning in January, May or September, with a minimum requirement of 12 weeks of full-time hours or the equivalent of 420 hours. Exceptions may be approved upon CECS review.

A mid-semester co-op work term visit or check-in is scheduled with each student by a Co-op Co-ordinator or CECS representative, and will be completed either in-person, via telephone or virtually.

The student's supervisor completes a Work Performance Evaluation (WPE) each co-op work term. A grade of Outstanding, Very Good, Good, Marginal or Unsatisfactory will appear on the student's Academic Record. It is the student's responsibility to follow-up with the employer to ensure that they have completed and submitted an online performance evaluation *before leaving the co-op work term*.

Students who receive a Marginal WPE will be required to meet with their Co-op Co-ordinator and in some situations with the Director of CECS. Students who receive two Marginal WPEs or an Unsatisfactory WPE will be required to withdraw from co-op and transferred to the regular academic program.

vi) Co-op Work Term Report

A co-op work term report is required for each registered co-op work term. The Co-op Faculty Advisor determines all co-op work term report requirements and guidelines, which vary by program. Confidential Co-op Work Term Reports are not permitted.

Co-op work term reports must be submitted to the Co-op Faculty Advisor by the 5th class day of the semester following the co-op work term. The Co-op Faculty Advisor grades the co-op work term report by the end of the semester in which the report is due. A grade of Outstanding, Very Good, Good, Satisfactory or Unsatisfactory will appear on the student's Academic Record.

Students completing two or more consecutive co-op work terms with the same employer must consult with their Co-op Faculty Advisor regarding co-op work term report submission requirements.

A student who receives an Unsatisfactory co-op work term report evaluation will be given **one opportunity** to make revisions and resubmit the report within the pre-approved deadline.

B. RESPONSIBILITIES\The Student\Continuation of Study (cont'd)

vi) Co-op Work Term Report (cont'd)

Students who are resubmitting a co-op work term report will not be eligible to proceed to the next employment process until receiving a grade of Satisfactory or higher.

If, upon resubmission, the co-op work term report evaluation is still deemed Unsatisfactory, the student will be required to withdraw from co-op and will be transferred to the regular academic program.

If a co-op work term report is *not* submitted, the grade is assigned as "Required to Withdraw from Co-op" and will remain on the Official Transcript. The student will then be transferred to the regular academic program.

vii) Change of Major

Students who wish to change their major and maintain their co-op status must contact their Program Counsellor to complete the following forms and submit to CECS:

1. Co-op Academic & Work Sequence Agreement
2. Undergraduate Schedule of Studies Change Request
3. Co-op Transfer Request

The decision to approve a transfer is dependent upon space in the program, the approved Co-op Academic & Work Sequence Agreement, the results of First Year Review (if applicable) and any other information relevant to the program.

viii) Change of Degree Program

Students who wish to change their degree program and maintain their co-op status must first apply for the degree change with Admission Services within the Office of Registrarial Services, who determine requirements and deadlines for internal degree changes.

The student must *re-apply* to the co-op program *immediately following notification* of the degree change approval from Admissions Services. A Co-operative Education Reinstatement Request form and an approved Co-op Academic & Work Sequence Agreement form must then be submitted to CECS.

The decision to approve a co-op reinstatement request is dependent upon space in the program, the approved Co-op Academic & Work Sequence Agreement, the results of first year review (if applicable) and any other information relevant to the program.

c. **Co-op Fees**

Students contribute approximately 2/3 of the cost of Co-operative Education and the University's regular operating fees absorb the remainder. *The fee is not a job placement fee.* Co-op fees contribute to co-op curriculum, job recruitment, marketing, employment process, salaries, and administration. It is important to note that co-op fees are amortized over the entire program and *not related to the specific services received in any one term.*

B. RESPONSIBILITIES\The Student\Co-op Fees

c. Co-op Fees (cont'd)

i) Co-op Fee Schedule

As determined by the University of Guelph Board of Governors, involvement in the Co-op Program requires Co-op students to pay a fee for a maximum of 8 academic semesters and all registered co-op work terms (see the Undergraduate Calendar for current fee details and schedule).

Fees will be paid each academic and co-op work term semester and will be billed to the student's financial account. If registered for an academic course during a co-op work term both the academic and co-op work term semester fees will be billed. If registered in an academic course during an OFF semester the co-op academic fee will be charged. In both cases the co-op academic fee will count towards the *maximum of 8 academic fees*.

If a student does not follow the prescribed schedule in the Undergraduate Calendar, this may result in an under or over payment on the student's account. To resolve these issues, the student is required to contact CECS. Students are responsible for paying all other University Fees as outlined in the Undergraduate Calendar.

Withdrawing from Co-op *after accepting a **second** co-op work term* will result in the student being responsible for **paying the balance of their remaining co-op academic fees at the time of withdrawal**.

Withdrawing from Co-op *after accepting an **eight or twelve month** co-op work term* will result in the student being responsible for **paying the balance of their remaining co-op academic fees at the time of withdrawal**.

ii) Late Admission

There is no application fee for Co-operative Education. Students admitted to the co-op program after their first academic semester will receive a revised payment schedule with their offer of co-op admission.

iii) Co-op Work Term Fees

Students must register and pay fees for each of the required co-op work terms in their programs.

If a co-op work term is not registered and paid by the published deadline, CECS is authorized to instruct the Office of Registrarial Services to add the co-op work term course to the student's account. The Office of Registrarial Services will apply a late fee as outlined in the Undergraduate Calendar.

iv) Co-op Fee Credits

A student who withdraws from the Co-op program prior to accepting a second co-op work term will not be credited for fees paid in previous semesters. If the withdrawal occurs prior to the 15th class day the student is eligible for a credit of Co-op fees paid for the current semester. Co-op fees will not be credited following the 15th class day in the current semester.

Students who are required to withdraw from Co-operative Education due to the reasons stated in the Policy (B.1.g.ii) *may* not receive a credit on the current or previous semesters.

B. RESPONSIBILITIES\The Student\ (cont'd)

d. Confidentiality of Information

A confidential file is maintained in CECS for each student. Students may request to review their file, and must give CECS 48 business hours to make it available. The file will be reviewed in the presence of an appropriate member of the CECS department and no information may be removed from the file.

e. Release of Information

By applying to the Co-op program, students grant permission to the Office of Registrarial Services to release to CECS their University of Guelph Official Transcript and any Transcript from other post-secondary institutions that may be part of the Academic Record held by the Office of Registrarial Services.

When in the co-op program students also grant permission to CECS to release their resumes, cover letters and any Official Transcripts released by the Office of Registrarial Services to prospective employers to whom the students are applying.

f. Employment Process

In order to be eligible to participate in the employment process, students must be able to confirm (upon request) that they are legally able to work in Canada.

i) Registering for a Co-op Work Term

Co-op work terms are identified on the student's Academic Record as a course (e.g. COOP*1000 – Work Term I, COOP*2000 – Work Term II, etc.). Students are required to register for the appropriate co-op work term and are subject to all course selection deadlines, fees and late fees as outlined in the Undergraduate Calendar. Each co-op work term is a pre-requisite for the next co-op work term (COOP*1000 must be registered and paid before registering for COOP*2000, etc.).

ii) OFF Semester Confirmation

If a sequence allows a student to take a co-op work term as an "OFF" semester the student must request approval from a Co-op Co-ordinator for the "OFF" status.

CECS will apply an "OFF" status to a student's prescribed schedule if a revision is possible and the student was active and not able to obtain employment.

An OFF semester on the student's prescribed schedule cannot be considered a co-op work term semester. Students may not apply or accept co-op positions that are scheduled during an OFF semester without prior approval from CECS.

iii) Job Postings

Job postings begin during the first month of each semester, and are made available on the website as they are received by CECS. Students must respond online by the application deadline (11:59pm, 2 business days from the job posting). Applications are forwarded to the employer who will select candidates to be interviewed.

B. RESPONSIBILITIES\The Student\Employment Process (cont'd)

iv) Student Application Activity

Co-op students registered for the employment process are required to actively apply for jobs to be successful in co-op.

A co-op student who has:

- i. not confirmed their intentions for the upcoming co-op work term with CECS
- ii. been unresponsive to communication
- iii. has zero applications during the employment period

will be removed from the employment process following the last class day of the semester and will be required to withdraw from co-op.

v) Interviews

Students selected for an interview will be notified via the CECS website and an email to their @mail.uoguelph.ca account. Students are required to:

- i. Be professional at all times throughout the recruitment process
- ii. Accept and sign up for all interview requests following notification
- iii. Attend all scheduled pre-interview briefing sessions and interviews regardless of location
- iv. Participate in Skype or phone interviews for employers who schedule during Reading Week and Fall Break
- v. Maintain their mail.uoguelph.ca email account and ensure that the account does not become inactive

Students with a pending job offer and interview(s) scheduled for the following business day will be required to attend their interview(s) unless the **offer is accepted by 3 p.m.** on the business day before the interview.

Failing to sign up for an interview or missing a scheduled interview will count as a one decline for the semester (including Reading Week and Fall Break).

Students may contact CECS requesting an alternative interview timeslot only if the available interview times are in direct conflict with a lab or exam. Students may be required to miss class in order to attend an interview.

vi) Withdrawal of an Application

Withdrawing an application from the employment process is only permitted if, during the interview, a student learns that a job is not consistent with the job posting. The student must contact their Co-op Co-ordinator or CECS designate immediately following the interview in order to obtain approval for the withdrawal. An approved withdrawn application does not constitute a decline (refer to Student Responsibilities f) vii).

vii) Responding to Offers of Employment

CECS sends employment offers to students via the Recruit Guelph website and an email to their @mail.uoguelph.ca account. Students must respond within 48 hours (excluding weekends but including statutory holidays) from the day and time the offer is sent. The offer of employment must be accepted in Recruit Guelph for all CECS posted positions.

B. RESPONSIBILITIES\The Student\Employment Process (cont'd)

vii) Responding to Offers of Employment (cont'd)

Accepting an offer of employment is an agreement to work with an employer in the specified position as a co-op student. Refusal thereafter to work with that employer or in that specified position will be considered a breach of contract and the student will be required to withdraw from the co-op program.

Students not responding to an offer of employment by the deadline will have their offer revoked and it will be extended to the next preferred student. This will be considered the student's One Decline [refer to Student Responsibilities f) vii)].

viii) Declining an Offer of Employment

Students are allowed to decline only one offer of employment per employment process.

Students who do not respond to an offer by the 48 hour deadline (including statutory holidays and excluding weekends) will be deemed to have declined.

The approved Withdrawal of an Application does not constitute a decline (as noted in Student Responsibilities f) v.).

A second decline will result in the student being removed from the current employment process and may also result in the student being required to withdraw from the co-op program.

ix) Reappointments

Students who accept a written offer to return to a previous co-op employer will be required to confirm this decision with their Co-op Co-ordinator or CECS designate immediately. Once confirmed, refusal to work with that employer or in that specified accepted position will be considered a breach of contract and may result in being required to withdraw from the co-op program.

Co-op work terms not confirmed by the student within six weeks following the recommended co-op work term start date will not be approved and will not count towards co-op requirements.

x) Network Contacts

Students are encouraged to use personal network contacts in conjunction with CECS job postings when looking for a co-op work term opportunity. The student must consult with their Co-op Co-ordinator and discuss the viability of the job description before accepting a position. The Co-op Co-ordinator will confirm that the position meets the co-op work term requirements.

Students must be compensated during a co-op work term. A co-op work term normally consists of 16 weeks beginning in January, May or September, with a minimum requirement of 12 weeks of full-time hours or the equivalent of 420 hours. Exceptions must be reviewed and may be approved by CECS.

Once the offer has been accepted, refusal to work with that employer or in that specified accepted position will be considered a breach of contract and may result in being required to withdraw from the co-op program.

B. RESPONSIBILITIES\The Student\Employment Process (cont'd)

x) Network Contacts (cont'd)

Co-op work terms not confirmed by the student within six weeks following the recommended co-op work term start date will not be approved and will not count towards co-op requirements.

xi) Employer Contact

CECS is responsible for all contact with an existing employer who has posted a position. If a student wishes to contact an employer s/he must first seek approval from their Co-op Co-ordinator. If contacted by an employer, s/he should direct the inquiry to their Co-op Co-ordinator. Failure to comply with this policy may result in removal from the employment process.

xii) One Decline Summary

A decline, as noted in Sections: B.1.f.v. - Interviews; B.1.f.vii. - Responding to an Offer of Employment; and B.1.f.viii. - Declining an Offer of Employment, could occur by:

- not scheduling an interview on Recruit Guelph when notified
- not attending a scheduled interview
- not accepting a job offer on Recruit Guelph within the 48 hour deadline
- declining a job offer

Students are able to decline only one offer during each employment process.

A second decline, for any of the above reasons, will result in the student being removed from the current employment process and may also result in the student being required to withdraw from the co-op program.

g. **Withdrawal**

Students who withdraw or are required to withdraw from the co-op program after:

- accepting their second Co-op Work Term Offer of Employment
- accepting an eight or twelve month Co-op Work Term Offer of Employment

will be required to pay all remaining co-op fees *at the time of withdrawal*. Details of fee policies can be found in the Undergraduate Calendar.

i. Voluntary Withdrawal

Students who wish to withdraw voluntarily from co-op must complete a Co-operative Education Withdrawal Request form, requiring approval from the appropriate Co-op Co-ordinator. **A student may not withdraw from co-op during a co-op work term or after an offer of employment has been accepted.**

Students who voluntarily withdraw from co-op cannot re-apply to a co-op program in subsequent terms.

ii. Required to Withdraw from Co-op

Students may be required to withdraw from the Co-op Education program for any of the following reasons:

B. RESPONSIBILITIES\The Student\Withdrawal (cont'd)

ii. Required to Withdraw from Co-op (cont'd)

1. **Co-op Work Term and Work Preparation Related Issues**

- a) The student leaves the employer without CECS approval after accepting an offer of employment or during the co-op work term.
- b) The student is dismissed with just cause from a co-op work term.
- c) The student receives an "Unsatisfactory" Co-op Work Performance Evaluation by the employer.
- d) The student does not complete COOP*1100 in the scheduled semester or does not receive a passing grade.
- e) The student completes more than five full-time academic semesters in their co-op program before beginning the first co-op work term
- f) The student does not or cannot complete a Fall, Winter and Summer co-op work term.

2. **Academic Related Issues**

The student:

- a) Does not follow the approved Co-op Academic & Work Sequence Agreement (i.e. unable to maintain "eligible to continue" status on their academic record; does not successfully complete the requirements for each of the approved scheduled academic semesters).
- b) Is unable to attain the 70% minimum cumulative average required after the first two full-time academic semesters. Students who have an approved academic accommodation plan and are registered with Student Accessibility Services must achieve the above stated average after completing a minimum of 4.0 credits.
- c) Receives an "Unsatisfactory" co-op work term report evaluation.
- d) Does not submit a co-op work term report within the required deadlines and therefore is assigned a "Required to Withdraw from Co-op" in the co-op work term report evaluation.

h. **Appeals**

A student who is required to withdraw from the Co-op program has the option to appeal. In the case where a student wishes to apply for re-admission to the program, the student must appeal the "Required to Withdraw from Co-op" decision *no later than the 15th class day after notification*. Students cannot re-apply for admission to the Co-operative Education program in subsequent terms.

1. **Co-op Work Term and Work Preparation Related Appeals**

If the student is required to withdraw from the Co-op program on the basis of Co-op Work Term or Work Preparation related reasons and wishes to appeal this decision, the appeal must be submitted to the Co-op Appeals Committee using the Co-op Appeals Form. The form can be obtained from the Co-operative Education & Career Services Office. The decision of the Co-op Appeals Committee is final.

B. RESPONSIBILITIES\The Student\Appeals (cont'd)

2. Academic and Co-op Work Term Schedule of Studies Related Appeals

If the student is required to withdraw from the Co-op program because he/she has not followed the Academic & Co-op Work Term Schedule of Studies and wishes to appeal this decision, the appeal must be submitted to the Academic Review Sub-committee, according to the procedures outlined in Section VIII of the Undergraduate Calendar under "Academic Consideration, Appeals and Petitions".

3. Academic Related Appeals

- a) If a student is required to withdraw from the Co-op program because he/she does not attain the 70% cumulative average required and wishes to appeal this decision, the appeal must be submitted to the Academic Review Sub-committee, according to the procedures outlined in Section VIII of the Undergraduate Calendar under "Academic Consideration, Appeals and Petitions".
- b) If the student wishes to appeal the grade of "Unsatisfactory" or "Required to Withdraw from Co-op" (due to a not submitting co-op work term report) Co-op Work Term Report Evaluation, the appeal must be submitted under Grade Reassessment.

i. Inactive Students

If a co-op student has not been registered as a University of Guelph student for two scheduled consecutive semesters, they will be required to withdraw from the Co-op program.

j. Conditions for Graduation

In order to graduate with co-op certification, co-op students must first meet the academic conditions for graduation for their degree program as outlined in the Undergraduate Calendar. In addition, students must:

- a) Receive evaluations of "Good" or higher in all but one of the Work Performance Evaluations.
- b) Receive evaluations of "Satisfactory" or higher in all Co-op Work Term Report Evaluations.
- c) Have paid their co-op fee account, equivalent to eight full-time academic semesters and all co-op work terms (see section 1.c.i) for more information).

Students wanting to graduate with less than the required number of co-op work terms must submit a request in writing to the Manager, Co-op & Employer Partnerships. The Canadian Association for Co-operative Education (CAFCE) guidelines regarding co-op work terms will be followed at all times.

2. THE ACADEMIC DEPARTMENT

The Academic Department is responsible for all academic components of the co-op program including the offering of courses to support the co-op option and the evaluation of the co-op work term report. A Co-op Faculty Advisor is provided for each co-op program and advises students regarding the curriculum and the schedule of studies.

B. RESPONSIBILITIES\ (cont'd)

2. THE ACADEMIC DEPARTMENT (cont'd)

For the majority of co-op programs, a Program Counsellor counsels the student in completing the Co-op Academic & Work Sequence Agreement. Alternatively, the Co-op Faculty Advisor assists in the completion of the sequence agreement.

The Co-op Faculty Advisor has full responsibility for the Co-op Work Term Report including setting guidelines and ensuring that the Co-op Work Term Reports are graded within the established deadlines.

3. CO-OPERATIVE EDUCATION & CAREER SERVICES

CECS co-ordinates the administration of the Co-operative Education program and follows the required operational guidelines as an accredited program of the Canadian Association for Co-operative Education (CAFCE).

CECS prepares students for the co-op experience; co-ordinates job development relevant to the academic curriculum and facilitate the employment process. The Co-op Co-ordinators are primarily responsible for job development in a specific discipline area and advising students in regard to their activities in the employment process for the co-op work term. The On-Campus Co-ordinator is primarily responsible for COOP*1100 and first year co-op student inquiries.

The Co-operative Education program at the University of Guelph involves a competitive employment process. While CECS makes every effort to assist students in gaining employment, there is *no guarantee* that every student will become employed through the co-op employment process.

CECS is responsible for the review and approval of co-op job postings; however, CECS does not assume responsibility for endorsing the companies.

4. THE EMPLOYER

Employer Responsibilities

- Provide job offer details, including remuneration, and any other terms of employment.
- Provide an overview of the job responsibilities that demonstrate the co-op student will be engaged in productive, authentic and full-time work.
- Assume the same accountabilities as with any other temporary employee for the period of co-op employment including adherence to the required legislation:
 - [Ontario Human Rights Code \(Discrimination\)](#)
 - [Occupational Health and Safety Act \(Workplace Safety and Harrassment\)](#)
 - [Intellectual Property](#)
- Offer orientation and training regarding the role and the organization.
- Ensure on-going supervision is provided throughout the co-op employment period.
- Respond to and provide feedback regarding the intentional learning goals/ objectives as initiated by the student.

B. RESPONSIBILITIES\THE EMPLOYER (cont'd)

Employer Responsibilities (cont'd)

- Review job performance and provide ongoing feedback and support to enhance professional learning and development.
- Meet with a representative of the Co-operative Education & Career Services (CECS) to discuss the student's performance and learning on the job.
- Complete, submit and review with the student, the formal CECS Work Performance Evaluation document which includes an overall grade for the official transcript, at the completion of each 4 month work term.
- If required, review the student's Co-op Work Term Report and complete the Employer Comments form (requirements vary by academic program).
- Contact CECS with questions or issues affecting the work term.

Employer Accountabilities

- When hiring a co-op student, employers assume the same accountabilities as with any other paid, temporary employee. The employment relationship is between the student and the employer.
- Employers have the right to terminate employment with a co-op student. This intention must be communicated to CECS.
- CECS reserves the right to withdraw co-op program participation from employers who do not comply with the Employer Responsibilities outlined above.