



POLICY ON CO-OPERATIVE EDUCATION PROGRAMMING IN UNDERGRADUATE DEGREE PROGRAMS

Authorization: Senate, on the recommendation of the Board of Undergraduate Studies

Approved: 2006

Revised: June 4, 2012

1.0 SUBJECT

This policy refers to co-operative education programming in undergraduate degree programs at the University of Guelph, and replaces the 2006 Senate policy "Co-operative Education in Undergraduate Programs at the University of Guelph".

2.0 AUTHORITY

The University of Guelph Act, Section 13, provides that Senate is "...responsible for the educational policy of the University, and...to determine the courses of study and standards of admissions to the University and continued membership therein, and qualifications for degrees and diplomas".

3.0 PURPOSE, SCOPE, AND DEFINITIONS

3.1 The purpose of this policy is to provide a statement of the principles and responsibilities in the provision of co-operative education programming at the University of Guelph (including the Guelph-Humber and the regional campuses).

3.2 The University of Guelph Co-operative Education program is accredited by the Canadian Association for Co-operative Education (CAFCE) and adheres to the accreditation standards and the definition of co-operative education as defined by CAFCE:

Co-operative education is a process of education which formally integrates the student's academic study with work experience in co-operating employer organizations. The usual plan is for the student to alternate periods of study with periods of work in appropriate fields of business, industry, government, social services, and the professions. (CAFCE Constitution 1979)

3.3 At the University of Guelph, the co-operative education program is defined as a collaborative partnership between the University, and workplace employers who share a commitment to the learning objectives and outcomes of the co-operative education program as expressed through experiential education opportunities and the integration of workplace and academic learning.

3.4 The ultimate responsibility for the academic and co-operative education programming and policies of the University rests with Senate, and nothing in this policy will be interpreted so as to alter Senate's jurisdiction.

3.5 The following definitions shall apply in this policy:

- a. “Co-op Program” (Co-operative Education Programming): Co-op education programming is offered in two distinct formats, as defined by CAFCE:
 - i. “Co-op Option” (Co-operative Education Option): A co-op option may be offered within an established degree program and major. The Schedule of Studies includes semesters of academic study sequenced with semesters of on-site approved paid work terms.
 - ii. “Co-op Internship” (Co-operative Education Internship) is a co-op program where co-op students participate in an on-site approved paid work term experience after half of their academic Schedule of Studies has been completed. Co-op Internships are normally 12 to 16 months in length.
- b. “CECS” means the Co-operative Education & Career Services department at the University of Guelph. CECS is the unit designated to coordinate and support co-operative education programming by providing administrative assistance to co-op students, co-op employers, and co-op faculty advisors.
- c. “Co-op Co-ordinator” means the staff person assigned by CECS to provide support for a co-op education program through securing appropriate work term opportunities, providing orientation, advice and guidance to co-op students, and, in partnership with the Co-op Employer, monitoring student progress over the co-op work term.
- d. “Co-op Work Term” is defined as the designated period of time that a co-op student is engaged in an on-site approved paid work experience.
- e. “Co-op Employer” means the designated supervisor of a student who is participating in a co-op work term.
- f. “Work Term Report” is a report written by the co-op student following the completion of a Co-op Work Term and submitted to the Co-op Faculty Advisor for evaluation.
- g. “Work Term Performance Evaluation” is a formal evaluation of the student by the Co-op Employer upon completion of the Co-op Work Term.
- h. “Co-op Faculty Advisor” is defined as the faculty member assigned by the department or school to provide academic advice and guidance to students enrolled in the co-op program, advice and guidelines on the development of the student’s Work Term Report, and to evaluate and grade the student’s final Work Term report.
- i. “Co-op Certification” is the official recognition of a co-op student’s satisfactory completion of all co-operative education requirements. Co-op Certification is awarded to the student upon graduation from the co-op program.

4.0 PRINCIPLES FOR THE ESTABLISHMENT OF CO-OP OPTION OR INTERNSHIP WITHIN A DEGREE PROGRAM

All Co-operative Education programming at the University of Guelph shall adhere to the policies and principles outlined by CAFCE.

- 4.1 Responsibility for the academic and co-operative education programming and policies of the University rests with Senate, including, on the recommendation of the Board of Undergraduate Studies:
- approving or creating policies pertaining to co-operative education programs;
 - approving the establishment, cancellation or changes of co-op education program options within degree programs.
- 4.2 A Co-operative Program Coordinating Committee (CPCC) shall be established to keep under review the policies and procedures governing co-operative education. The membership of the CPCC shall be composed of the AVP (Academic), the AVP (Student Affairs), the Associate Dean of any college offering a co-op education program, the Director of CECS, and the Associate Registrar, Admission Services. Responsibilities of the CPCC include:
- reviewing all changes to co-op education programs options prior to presentation to the Board of Undergraduate Studies for recommendation to Senate for approval;
 - providing advice to the Registrar on the annual entering student enrolment capacities for the co-op options; and,
 - providing general advice to administration on co-op programming, based on information collected on enrollment trends, industry trends, and the academic priorities of the University.

5.0 PROCESS FOR THE ESTABLISHMENT OF A CO-OPERATIVE EDUCATION OPTION/ INTERNSHIP WITHIN A DEGREE PROGRAM

- 5.1 Every proposal for a co-operative education program (option or internship) must address the principles expressed in this Policy and shall include the following components:
- Academic units wishing to establish a co-operative education option must contact the Co-op Education Services office to discuss the feasibility of such an option.
 - Proponents for the establishment of a co-operative education option within a degree program must provide the following: a proposed academic/work semester schedule for the program; evidence of successful collaboration with proposed industry, business, or public service agency partners; evidence of co-op work term opportunities through a market survey conducted by CECS which includes an overview of the academic/co-op competition in the province; five year student enrollment targets confirmed by the college; evidence that academic department resources are available to support the program (including the assignment of a Co-op Faculty Advisor); and, evidence of a commitment to a manageable enrolment growth in the program from CECS and the academic department.
- 5.2 Once the academic unit, CECS, and CPCC reach agreement that a co-op education program is feasible, the proposal shall be submitted for approval through the normal governance channels of Senate.

6.0 POLICIES GOVERNING CO-OPERATIVE EDUCATION PROGRAMS

- 6.1 The CPCC shall ensure that academic policies governing proposed co-op programs are submitted to the relevant Program Committee for consideration, and to the Board of Undergraduate Studies for its recommendation to Senate for final approval. Governing academic policies will include: policies governing admission criteria (including transfer into the program); academic/work Schedules of Studies; continuation of study requirements; grading regulations; appeal processes; and, conditions for graduation for all co-op programs
- 6.2 All co-operative education programs shall be established according to the following criteria:
- No Schedule of Studies for a co-op option or internship shall exceed five years in total.
 - The total number of course credits required to complete a co-op program Schedule of Studies shall not exceed the number required to complete the regular (i.e. non-co-op) Schedule of Studies.
 - The Co-op Option Schedule of Studies must be designed so that a Work Term is completed at least once in the Fall semester, once in the Winter semester, and once in a Summer semester.
 - All Co-op programs commence and end with an academic semester.
 - All Co-op Work Terms must begin and end according to the semester dates established in the University's annual Schedule of Dates.
 - Each student Co-op Work Term placement shall be approved by CECS prior to the student's placement to ensure that it is an appropriate learning opportunity.
 - Students will receive "Co-op Certification" on their academic transcript upon successful completion of the academic and co-op program graduation requirements and will receive a co-op certificate parchment in their convocation package.
 - Continuation of Study: In order to continue enrollment in a co-op program, students must fulfill the following requirements: achieve a minimum cumulative average of 70% in full time studies after the end of semester 2; maintain a grade of Satisfactory or higher on all Work Term Report evaluations; and, maintain a grade of Good or higher on all but one Work Term Performance Evaluation.
- 6.3 The CECS, in consultation with the academic department shall review all co-op programs on a five-year cycle. Any recommendations for changes to the program shall be presented to CPCC for consideration.
- 6.4 Co-op program options with overall enrollment of ten students or fewer shall be reviewed by the CPCC to consider a recommendation to forward through the normal governance process for consideration.

7.0 PERIODIC REVIEW PROCESS

- 7.1 In order to ensure that this Policy continues to be effective, it shall be reviewed periodically. The Associate Vice President Student Affairs shall be responsible for initiating this review no less than every five years.