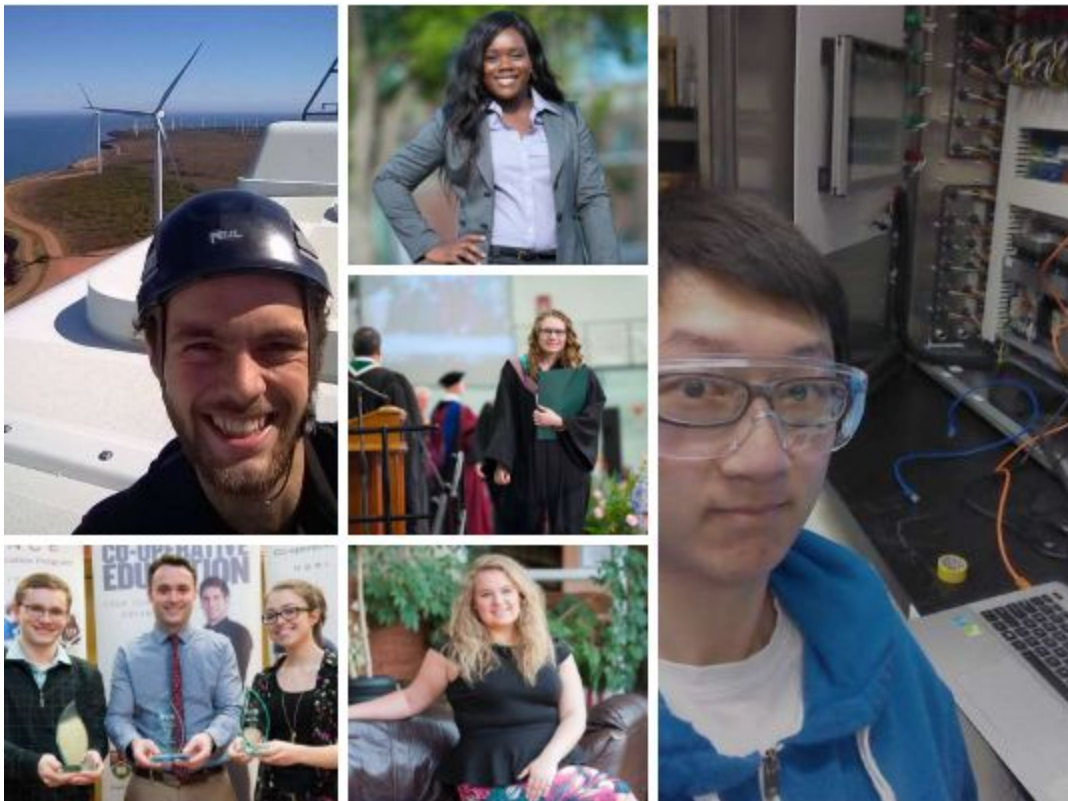


# UPEI CO-OPERATIVE EDUCATION



UNIVERSITY  
of Prince Edward  
ISLAND

## Student Guide to UPEI Co-operative Education



Co-operative Education  
University of Prince Edward Island  
Dalton Hall, Main level  
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# Welcome to the UPEI Co-operative Education Program

You are about to begin a journey of learning through Co-op! You will add value to your university degree through completion of Career Skills workshops and relevant work experiences. You will have an opportunity to apply your existing skills and knowledge in real world settings and further expand your skill set. Co-op graduates report a better job-education match upon employment, earn a higher salary, and have lower student debt load when compared with other graduates.

Co-operative education represents a beneficial partnership between students, employers and the University. These three partners are an integral part of the co-operative education experience. Students have the opportunity to experience their education in and out of the classroom in a paid work environment, employers gain access to talented students with the latest theories and fresh ideas, while the University provides a bridge between the classroom and industry.

Participation in Co-op will enhance your learning, providing meaningful experiences and an opportunity to build important professional contacts. You will have opportunities to work in diverse work settings as you progress from your first work term to your third.

UPEI Co-operative Education Programs in Business Administration, Mathematical and Computational Sciences, and Physics are accredited by Co-operative Education and Work Integrated Learning Canada (CEWIL). This national organization promotes quality co-operative education practices within universities and colleges across Canada. Our other Co-operative Education Programs follow those standards as well.

This *Student Guide to Co-operative Education* is designed to lead you through your Co-op experience, maximize your understanding of Co-op, and minimize your stress. If you wish to chat with us anytime about challenges, opportunities or any aspect of your co-op journey, please reach out to us. We are here to ensure your co-operative education journey is positive and rewarding.

We hope that you will find this Student Guide a helpful resource as you begin your co-operative Education journey. If you have questions at any point during your co-op experience, please contact a member of the Co-op Office.

# Introduction

## What is Co-operative Education?

Co-operative education formally integrates academic study with alternating paid Co-op work terms with employers. The employment is related as closely as possible to the student's program of study, thereby extending the learning process beyond the classroom into the work world. Typically, the intention is for the student to alternate periods of experience in appropriate fields of business, industry, government, non-profits and the professions according to the following criteria developed by Co-operative Education and Work Integrated Learning Canada:

- 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, authentic and full-time work rather than merely observing;
- The co-operative education student receives remuneration for the work performed;
- The co-operative education student's progress on the job is monitored by the co-operative educational institution;
- The co-operative education student's performance on the job is supervised and evaluated by the student's co-operative employer; and
- The total co-operative work experience is at least 30% of the time spent in academic study.

## Benefits of Co-operative Education

As a Co-op student you will have the opportunity to:

- Apply classroom theory to real world work situations;
- Experience professional development and personal growth;
- Develop new skills and knowledge;
- Become involved in challenging and rewarding career-related work;
- Reflect on workplace experience to enhance your classroom experience;
- Reduce the cost of your education with Co-op earnings;
- Explore career options;
- Build your resume by adding career relevant work experience to academic credentials upon graduation;
- Develop a network of professional contacts; and
- Become more prepared and ready to compete for post-graduate employment.

# Role of the Co-operative Education Student

As a Co-operative Education Student you will:

- Complete three paid Co-op work terms with a minimum of 14 full-time weeks (420 hours), and at least 35 hours per week;
- Attend the mandatory Career Skills workshops associated with each of the three work terms which are required for Co-op credit;
- Actively apply for Co-op positions and attend all scheduled interviews until a position is secured;
- Abide by the UPEI Co-operative Education Policies and Expectations (Appendix A), and conduct yourself in a professional manner in all aspects of the program;
- Contact the employer within two business days of accepting a Co-op position to confirm details such as start date, time, etc;
- Complete all work term reporting and reflection assignments by the date(s) outlined in the work term moodle course;
- Participate in a work site visit conducted by a member of the Co-op Team;
- Attend a (group) debriefing session when you return to campus for classes;
- Maintain a good academic standing by adhering to UPEI regulations, maintaining at least a 2.7 cumulative GPA or 70% cumulative average and satisfactory performance in previous work terms; and
- Respect employer practices and conduct yourself in a professional manner throughout your Co-op work term.

# Role of the Co-operative Education Employer

The Co-operative Education Employer will:

- Provide the university with an accurate and complete job description to ensure the best possible match between the student and the employer;
- Offer a paid Co-op work term of suitable duration (minimum of 14 weeks, 420 hours);
- Ensure the student is aware of company policies and procedures and provide appropriate orientation to the workplace;
- Provide students with overview of expectations and direction and offer assistance to students in developing their learning goals;
- Provide a learning environment where the student is assigned projects which ensure a variety of experiences and progression of skill development and responsibilities;

- Treat the student as a regular employee in terms of human resource and labour practices;
- Participate in the work site visit by a member of the Co-op team;
- Provide the student with on-going supervision and feedback on performance, and complete the final employer evaluation of student and review it before they return to campus;
- Notify the Co-op Office as early as possible of any issues or concerns related to the student; and
- Notify the Co-op Office as early as possible of any situations or issues arising from labour negotiations or other disruptions during the Co-op work term.

## Roles of the Co-operative Education Academic Directors

- Support the work of the Co-op Student Coordinator in promoting the Co-op program to students;
- Promote the Co-op program to fellow faculty members and seek their assistance in recommending students to the program;
- Approve all applications to the Co-op program for their respective faculties;
- Address all student inquiries of an academic nature pertaining to the Co-op program including matters of academic planning and standards required to enter, maintain enrollment, and complete the program;
- Evaluate work term assignments and award academic credit for completion of course requirements;
- Support the Co-op Job Development Coordinator by promoting Co-operative education to potential employers, and responding to inquiries from employers regarding academic programming;
- Assist with the development and delivery of the Career Skills workshops;
- Review the academic standing of each Co-op student, at the end of every term, to ensure students are continuing to meet the academic requirements.

## Role of the Co-operative Education Office

The Co-operative Education Office will:

- Collaborate with Academic Directors to develop and deliver a series of Career Skills workshops aimed at preparing you for success in Co-op and in the future;
- Provide personalized resume, cover letter, interview and job search support;

- Assist students with effectively marketing their knowledge and skill sets to employers;
- Promote Co-op programs to related industries;
- Assess suitability of Co-op positions, in consultation with the Academic Directors if necessary;
- Facilitate the student job application, interview and direct offer process;
- Monitor Co-op work terms through work site check ins - in person, phone and/or email;
- Mediate between the students and employers, when required;
- Provide employer feedback to academic divisions on the content and direction of the academic programs and employer requirements;
- Develop marketing materials to promote Co-op to employers and potential students;
- Manage projects that increase awareness of UPEI Co-op programs;
- Collect data to inform and report on co-operative education;
- Ensure CEWIL National Accreditation Standards are maintained.

## Co-op Sequencing

Co-op students alternate between academic study and paid work terms. This facilitates the application of theories and practices learned in the classroom and the integration of workplace learning back into study. Below you will find two different structures for completion. Co-op students are encouraged to take advantage of work term opportunities all year round and plan academic courses according to the schedule you have selected through consultation with the Co-op Office and the Academic Director. Co-op students are required to complete their Co-op program on an academic term and complete all Co-op program requirements prior to graduation in order to acquire the Co-operative Education designation and course credit.



## Five-Year Option (preferred)

Completing your degree with a Co-op designation is ideally completed over five years. This allows students to more evenly distribute their academic load and focus on their studies and work term positions.

Year of study	September - December	January - April	May - August
Year One	Academic	Academic	Free
Year Two (accepted into Co-op in the Fall)	Academic	Academic	Work Term # 1
Year Three	Academic	Work Term # 2	Work Term # 3
Year Four	Academic	Academic	Free
Year Five	Academic	Free	Graduate

*Note: Work Term #2 may be completed in either the Fall or Winter semester of Year Three*

## Four-Year Option (optional accelerated path)

Year of study	September - December	January - April	May - August
Year One	Academic	Academic	Academic
Year Two (accepted into Co-op in the Fall)	Academic	Academic	Work Term # 1
Year Three	Academic	Work Term # 2	Work Term # 3
Year Four	Academic	Academic	Graduate

*Note: Work Term #2 may be completed in either the Fall or Winter semester of Year Three*

Please note this path would require students to take courses while on work terms.

# Preparing Students for the Workplace

## Career Skills

Co-op students will participate in a series of highly interactive, Career Skills workshops prior to each work term. The series of workshops provides students with the practical skills and knowledge they need to ensure success on their work terms. Career Skills workshops emphasize development of Co-op students' soft skills such as communication, teamwork, interpersonal relationships, presentations, and leadership.

Students will complete a series of Career Skills workshops prior to each work term. The topics selected for Career Skills workshops are intended to be both timely and relevant to the student's short and long term career success.

## Registration

Students must ensure that they are registered in the proper course number via the UPEI Registrar's Office. Students register and pay a course fee prior to entering the appropriate section of Career Skills workshops e.g. MCS 2840/BUS 2920/PHYS 2840. Upon completion of the Career Skills section and commencement of the associated work term, the student must register for the work term as they would for any other course e.g. MCS 2850/BUS 2930/PHYS 2800. Students confirmed in work terms will be granted permission from the Co-op Office to register electronically. Students registered in a work term course are granted full time status. Successful completion of the work term course will grant the academic credit for the Career Skills & Work Term combination.

Note: for students in the Mathematical & Computational Sciences streams all Co-op requirements must be completed in order to receive academic credit for any completed components.

The students should verify through their myUPEI account that they are registered in the correct course number.

## Career Skills Course Number

	Business & Economics Pilot	Math and Computational Sciences	Physics & Science Pilots
Career Skills I	BUS 2920	MCS 2840	PHYS 2840
Career Skills II	BUS 3920	MCS 3840	PHYS 3840
Career Skills III	BUS 4920	MCS 4840	PHYS 4840

## Work Term Course Number

	Business & Economics Pilot	Math and Computational Sciences	Physics & Science Pilots
Work Term I	BUS 2930	MCS 2850	PHYS 2800
Work Term II	BUS 3930	MCS 3850	PHYS 3800
Work Term III	BUS 4930	MCS 480	PHYS 4800

## Career Skills Workshop Material/Submission of Work Term Deliverables

Once students are registered in either a section of Career Skills workshops or in a Work Term, they will be added to the online course in Moodle for that particular session. All coursework is required to be submitted via the relevant moodle course page for your Career Skills and/or work term courses. In the Career Skills course, students will have access to the course material, assignments and any messages for the group. For the work term course, details of requirements for work term submissions, guidelines, discussion forums, and assignment dropboxes will be available. Students can access Moodle via <http://moodle.upei.ca> using their UPEI username and password.

## Tuition and Fees

The Co-op Program acceptance fee is paid upon acceptance into the Co-op program.

The Co-op course tuition is due upon registration in each section of the Career Skills workshops. Each course fee covers a section of the Career Skills workshops and the associated work term. Academic credit is granted upon the successful completion of the work term course.

Note: for students in the Mathematical & Computational Sciences streams, all Co-op requirements must be completed in order to receive academic credit for any completed components.

For a list of current fees, please visit the [Tuition and Fees](#) section of the UPEI Website.

## Work Term Options

The Co-operative Education Program offers three work term options for our students: co-operative, international and entrepreneurial. The structures are outlined in the sections below.

### Co-operative Work Terms

The majority of Co-op students participate in co-operative work terms within Canada. Co-operative work term positions are posted from a variety of regions across Canada, and Co-op students are expected to be open to and apply for opportunities in other geographical locations. The process for securing a co-operative work term position within Canada is as follows:

#### Job Search

Students must be involved in their search for co-op employment. There are two ways students may secure co-op work terms.

The first approach is a reactive one. Students will monitor postings through UPEI's portal, Orbis, for Co-op students, and react by applying and attempting to be screened and selected for an interview. The reactive approach is limited since students are only responding to the Co-op Office's selected postings.

The alternative is a proactive approach, whereby the student becomes very involved and committed to their own job search. Students who are proactive in their job search will seek out employers and opportunities on their own. They may choose to become a member of an

organization such as a Chamber of Commerce or an industry association to seek out potential contacts. They will expand their reach by applying to not only the co-op postings, but also developing their own network of potential employers. They research companies and organizations of interest to increase their understanding of potential opportunities.

Students are strongly encouraged to pursue “both” a reactive and proactive approach to their co-op job search. The Co-op Office is available to assist students with development of their job search plan.

Should a student identify a possible employer on their own, they are required to notify the Co-op Office. The Co-op Office will require a letter of offer, job description and work site information prior to approval of the self-found job. Students must be cautious not to accept an offer of employment prior to receipt of approval from the Co-op Office. The Co-op Office will work with the student to assist in securing a job offer from the employer on behalf of the student.

## Co-op Job Postings

Co-op positions will be posted through a portal called Orbis (<https://co-opworkterms.upei.ca>). Students must apply to postings through Orbis and should pay special attention to the instructions on how to apply. All applications must be submitted by the deadline date and time stated on the job posting, and no late applications will be accepted.

The job posting process normally starts 3-4 months prior to the beginning of the work term. Co-op positions are posted on a “continuous basis”. This means they are posted as they arrive to the Co-op Office. Students must check Orbis regularly in order to avoid missing opportunities. Normally students will have 7-10 days to view the posting before the application deadline. Once the applications are sent to the employer, the employer will screen the applications and select the candidates to be interviewed. You will be contacted by the Co-op Office if you are selected for an interview. Please contact the Co-op Office should you have questions regarding the interview and selection status of specific positions you applied for.

Students must take responsibility for their job search and commit to being actively involved in the process. Students should not apply for positions they would not be willing to accept. All positions posted by the Co-op Office are deemed relevant and suitable for Co-op students and must be viewed seriously. Try not to place conditions or restrictions on your co-op work terms and be open to new and challenging experiences. Each work term offers unique opportunities to learn. Remember the work terms are the building blocks for your future.

## Applications to Co-op Employers

All applications for co-op positions must include your cover letter, resume and reference list.

Employers may also request:

- Student Degree Audit or Unofficial Transcript (available through myUPEI login);
- Writing samples;
- Application documents for various wage subsidy programs; and/or
- Public Service Commission (PSC) form to apply for all federal government job postings

## Interview Process

Co-op employers will screen and shortlist applications. Students selected for an interview will be contacted by the Co-op Office and provided details on the time, date and location of the interview. The Co-op Office will make an effort to work with employers and students to schedule interviews. Students are expected to participate in any interviews that have been scheduled and should an emergency arise they should contact the Co-op Office as soon as possible.

## Interview Preparation

Students are encouraged to prepare for interviews by reviewing the job description, researching the employer to gain an improved understanding of its organization, goals, products, services, etc., compiling a list of potential interview questions and responses, preparing a list of questions for the interview panel, and participating in interview exercises.

Many students have reported the benefits and value of the mock interview exercise as it places you in a simulated interview scenario. Co-op and Career Services staff coach and assist students with the interview preparation process. Students are encouraged to bring extra copies of their resume, copies of their references, transcript, and a list of questions they have prepared for the interviewer(s). Students should bring samples of their work from school if possible. Students may also bring a portfolio in hard copy or an e-portfolio. If you need any support during the preparation for your co-op interviews, please contact the Co-op Office.

## Interviews

Until they secure a co-op position, students are expected to attend all interviews for which they have been shortlisted. Once a student accepts a job offer, they are no longer eligible to participate in interviews. If a student has interviews scheduled at the time of a job acceptance, please contact the Co-op Office to withdraw from the process.

Students are not entitled to time off during their work terms. However, if students have a commitment they are aware of during the work term, it is very important that this be discussed with the employer during the interview. If no discussion takes place with the employer during the interview, the employer is not obligated to allow time off once the work term has started.

## Interview Evaluation

Co-op students should keep a record of all positions they have applied for through Co-op and also carefully record the interview details provided by the employer. Students may evaluate their interviews in two ways. They can self-evaluate by making a few notes about their impressions of their own performance. Reflecting on personal interview performance can help you recognize areas for improvement. Students should make note of the questions asked during interviews, rethink the answers they provided and consider better ways to answer those questions in the future.

Interview feedback provided to the Co-op Office following the interviews will be emailed to the student so they can consider this feedback prior to upcoming interviews. Students may also seek feedback from the employers by contacting the Co-op Office.

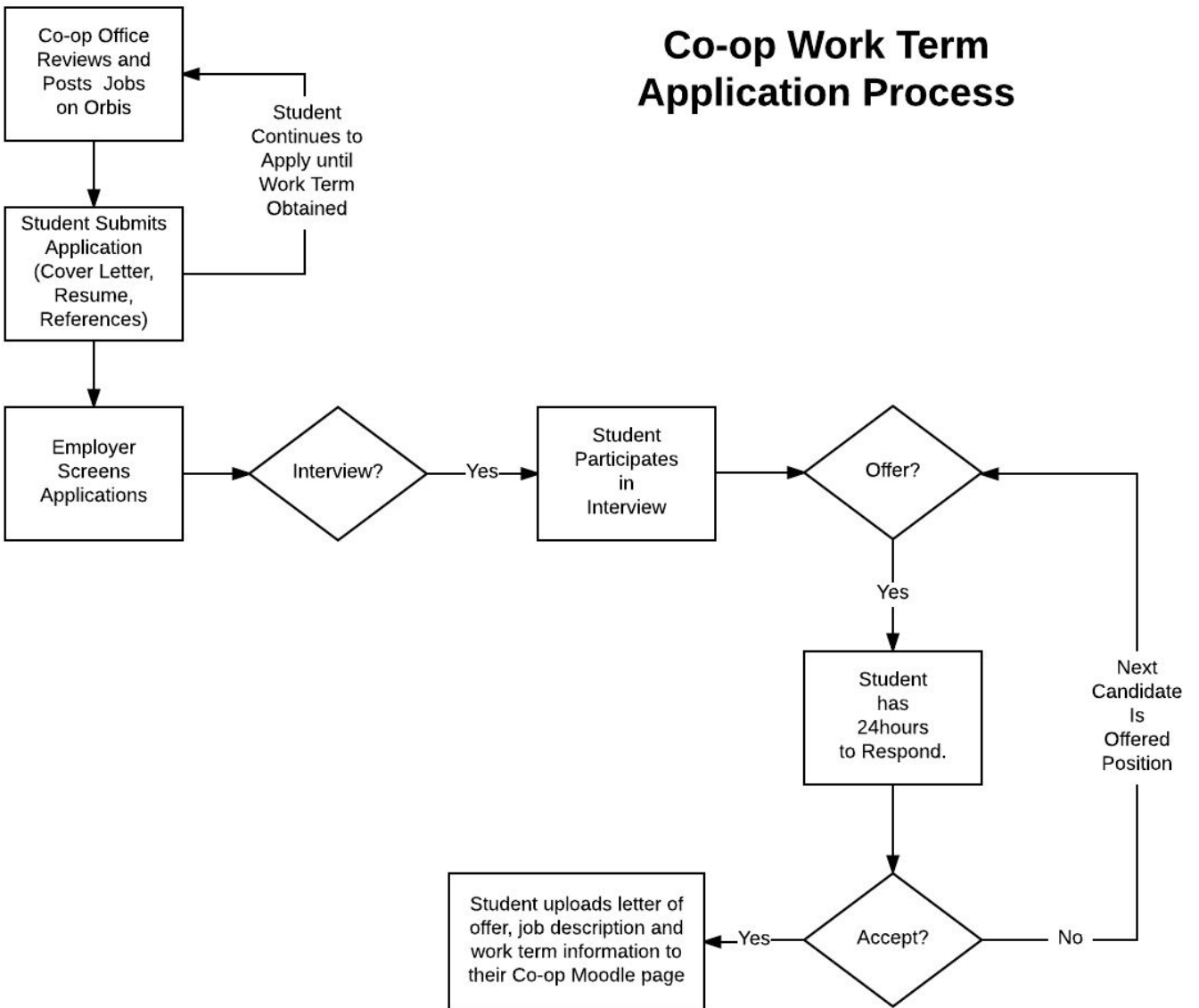
## Job Offer Process

Following interviews, employers will contact the Co-op Office and provide the rankings of students interviewed. If a student is not ranked by the employer, the student will not receive an employment offer. The student ranked first will receive an email and/or phone call from the Co-op Office. The student will have 24 hours (not including weekends) to accept or reject the offer.

If a student rejects an offer, the offer is then passed to the next suitable candidate who will also have 24 hours to accept or reject the offer. Students are encouraged to consider offers of employment very carefully.

Once a student accepts an offer, they should contact the employer within 48 hours to confirm details such as start date, time, etc. The employer is asked to provide a letter of offer to the successful candidate containing details and conditions of employment. Within the first two weeks of starting the co-op work term, the student will upload their letter of offer, job description and work term information to their Co-op Moodle page.

## Co-op Work Term Application Process



## International Work Terms

The UPEI Co-operative Education Program offers its students the opportunity to complete a work term internationally. International work terms are a great opportunity for students to experience new cultures, meet new people, and gain global experience.

A few things to note:

- To participate in a work term abroad, students typically must have completed a minimum of one work term domestically.



- Students interested should notify the Co-op Office a minimum of six months prior to expected departure date. It takes time to make the appropriate arrangements to travel and work abroad.
- Prior to applying to participate in an international work term students must have a valid passport or proof of application. Applications for a Canadian passport can be downloaded from <https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/new-adult-passport/apply.html>.

The Co-op Office in conjunction with the International Relations Office will seek out opportunities for students interested in participating in an international work term. Students are also encouraged to seek out international opportunities on their own.

## Entrepreneurial Work Terms (EWT)

Co-op students have an opportunity to complete entrepreneurial work terms. An EWT offers motivated, creative, and well-rounded students with an amazing opportunity to experience the responsibilities of taking their business idea to the next level and starting their own business.

Students who choose to conduct an entrepreneurial work term are connected with mentors and support to help them succeed.

In order to receive the co-op credit, students participating in an EWT are required to complete the same components as students in a traditional co-op work term.

Students should begin planning for an entrepreneurial work term 2-3 months before the actual work term if possible.

Steps to get you started:

1. Several weeks before the start of the term, meet with your Co-op coordinator and academic director to discuss your business idea and plan.
2. Within two weeks or sooner, the Coordinator will schedule a meeting for the student to meet with a potential mentor(s) to discuss your business plan.
3. Following the student meeting with the coordinator and mentor(s) and within 48 hours, the coordinator will advise the student on whether the business plan was accepted and formally approved as a suitable learning experience.

To assist you with the development of your business plan you may refer to and select one of these formats.

- Futurpreneur Canada Business Plan Writer
  - <https://www.futurpreneur.ca/en/bplan/write> (requires login)
- Community Business Development Corporation (CBDC) Business Plan Template
  - <http://www.cbdc.ca/en/business-plan>
- Business Development Bank of Canada (BCD) Business Plan Template
  - <https://www.bdc.ca/en/articles-tools/entrepreneur-toolkit/templates-business-guides/pages/business-plan-template.aspx>

All reasonable business ideas will be carefully considered. Only those with the greatest potential for student learning and entrepreneurial skills development will be accepted.

For further information and [Frequently Asked Questions](#), visit the UPEI Co-op website.

## Work Term Contact Information

Within the first two weeks of the start of a work term, the student must complete the Work Term Information Form found in Moodle. This information is necessary to facilitate contact with the student during the work term and facilitate the arrangement of the work site visit.

## Work Site Visit

The purpose of the work site visit is to discuss the student's progress with the employer. Work site visits allow for an open and honest discussion with the student, employer and co-op coordinator about the work term duties and the student's performance to date in the work term. The work site visits also provide a chance for the university to build long-term relationships with employers in order to provide learning opportunities for future co-op students. The student's learning plan and work term assignments will be discussed. The work site visits may be conducted in person or via telephone.

## Employer's Evaluation

Upon completion of the work term, the employer is asked to complete an evaluation of the student's performance. The employer and the student will also meet to review and reflect on goals identified in the student's learning plan. The evaluation is an important aspect of the student's learning. The Co-op Office recommends the student evaluation be discussed directly with the student toward or at the end of the work term. The feedback and reflection enhances student learning.

# Work Term Assignments

The work term assignments are projects designed to further integrate the student's work and classroom learning opportunities. The work is evaluated by the Co-op Academic Director. The deadlines for these projects vary. The guidelines and deadlines will be communicated to students via their Co-op course Moodle page.

## Return to Campus Meeting

The Co-op Office will arrange and schedule a Return to Campus meeting for students returning from their work terms. Students will share their work term experience with other students returning to campus and highlight learning, challenges and successes. The students will also update their academic sequencing and begin preparation for their next work term.

## Evaluation

Students are assessed and awarded a pass or fail grade based on the successful completion of the following:

1. Completion of the Career Skills workshops
2. Completion of a Co-op Work Term - successful completion of a work term involves the following:
  - Letter of offer, job description and work term information submission;
  - Employer evaluation;
  - Work site visit; and
  - Completion of all work term assignments, moodle posts etc, as outlined in the students moodle course.

Co-op student transcript grades are assigned as a "Pass" or "Fail".

**Pass:** student has completed career skills workshops; have received a satisfactory work term and employer evaluation; satisfactory work term project(s) submitted on time; student is eligible to enter next co-op work term in the program sequence.

**Fail:** student is terminated from the work term with cause; has an unsatisfactory work term and employer evaluation; work term report has not be completed; or work term report/project is unsatisfactory.

# Co-op Policies Agreement

As part of the Co-op student application process, students must accept and comply with the UPEI Co-operative Education Policies and Expectations (Appendix A). This agreement clearly outlines the various policies and practices that ensure the consistent and quality delivery of the Co-op Program at the University of Prince Edward Island.

## Resources and Links

There are a variety of resources that Co-op students will use on a regular basis:

### Co-op Office

The UPEI Co-op Office is available to assist students at any time. The Office is located in the Dalton Hall Building, main level and is open Monday-Friday, 8am - 4:00pm. Contact information for individual staff is below:

Kendra Mellish, Co-op Student Coordinator - 902-628-4397, [kmellish@upei.ca](mailto:kmellish@upei.ca). Office 213

Megan MacLean, Job Development Coordinator - 902-628-4315, [megmaclean@upei.ca](mailto:megmaclean@upei.ca). Office 212

Jenna Gaudet, Admin Support - 902-566-0336, [co-op@upei.ca](mailto:co-op@upei.ca). Office 209

### Academic Directors

Academic Directors are available to assist students with academic questions related to Co-op. A current listing of Academic Directors and their contact information can be found below:

- Computer Science: Professor Stephen Howard - 902-566-0328, [showard@upei.ca](mailto:showard@upei.ca)
- Physics: Professor Sheldon Opps - 902-566-0421, [sopps@upei.ca](mailto:sopps@upei.ca)
- Actuarial Science, Financial Math - Professor Louis Doiron - 902-894-2830, [ldoiron@upei.ca](mailto:ldoiron@upei.ca)
- Business & Data Analytics - Professor Andrew Godbout - 902-620-5055, [agodbout@upei.ca](mailto:agodbout@upei.ca)
- Math & Statistics- Professor Ken Sulston -902-566-0391, [sulston@upei.ca](mailto:sulston@upei.ca)
- Biology: Professor Kevin Teather - 902-566-0325, [kteather@upei.ca](mailto:kteather@upei.ca)
- Chemistry: Professor Barry Linkletter - 902-628-4328, [blinkletter@upei.ca](mailto:blinkletter@upei.ca)
- Business: Professor Hayden Woodley - 902-894-2806, [hwoodley@upei.ca](mailto:hwoodley@upei.ca)
- Professor Jim Sentance, Economics - 902-566-0498, [sentance@upei.ca](mailto:sentance@upei.ca)

## Job Postings and Applications

Co-op job postings can be viewed using Orbis, and all student job applications are to be submitted through Orbis as well. Students log in at <http://co-opworkterms.upei.ca> using their username and password.

# Appendix A - UPEI Co-operative Education Policies and Expectations



## Policies and Expectations

### Introduction

The purpose of the policies outlined in the following document is to ensure consistency and quality in the delivery of the Co-operative Education Program at the University of Prince Edward Island.

### Student Accountabilities

These policies apply to all students enrolled in the Co-operative Education Program including participation in the Career Skills workshops, job search activities, and co-op work terms.

In addition to these policies, the conduct of Co-op students on work terms is governed by the policies established by their employer. Students must also abide the [Academic Regulations](#) contained in the UPEI Calendar, and the UPEI [Code of Student Conduct](#).

As representatives of UPEI, our Co-op students agree to abide by these policies.

## 1. Conditions of Participation in Co-operative Education

### a. Admission to Co-op

Students may apply and be considered for admission to the Co-operative Education program after completion of the first or second year of study. The normal prerequisite for admission is a cumulative GPA of 2.6-2.7 or a cumulative average grade of 70% in all courses completed to

date. In the "two plus two" programs, students may apply upon entrance to the University. Students will be admitted to the program on the basis of their interest, aptitude and assessed ability, usually determined through an interview, to successfully combine the academic requirements with the requirements of the Co-op Program. Students not admitted in one year may reapply at the next opportunity.

Students must continue to be enrolled as a full time student for the duration of the Co-op Program.

#### **b. Dismissal from Co-op**

Once admitted to the program, students must continue to be enrolled as a full time student for the duration of the Co-op Program. An academic review of a student's performance will take place at the end of each semester. Students are required to maintain a cumulative average grade of 70%, CGPA 2.6-2.7 in all courses completed to date. Students who fail to meet these standards or who fail a course will be placed "on notice" for the next academic semester, and ineligible to seek a work term until sufficient academic improvement is demonstrated. Students who do not meet these standards for two consecutive academic semesters may be dismissed from the program.

Co-op students are expected to adhere to the University's policies related to academic honesty and will be dismissed from the program for academic dishonesty in any UPEI course. Please consult the [UPEI Calendar](#) - Academic Regulation 20: Academic Dishonesty for more information.

Co-op students are required to conduct themselves in accordance with the UPEI [Code of Student Conduct](#) within all aspects of the Co-op program. A complaint may be made against a student regarding their conduct during the Career Skills modules and/or participation in a work term, to be investigated and decided by the UPEI Code of Conduct Committee. Further to the resolutions of the Code of Conduct Committee, students may be dismissed from the program on the basis of behaviour in violation of the Code of Student Conduct.

Co-op students agree to actively participate in the Career Skills workshops, job posting and interview processes. Failure to do so will result in dismissal from the program.

Co-op students must submit all required work term documentation (work term information, letter of offer and job description) and complete all work term assignments for each work term. Failure to do so will result in a fail on your transcript and dismissal from the program.

Co-op students must exemplify professionalism in all aspects of the program, including completing the Career Skills modules, their job search, and during work terms in order to remain in the Co-op program. Students must also abide by employer regulations while on work terms. Failure to do so will result in dismissal from the program.

### **c. Graduation with Co-op Designation**

Graduation with the Co-op designation requires the completion of the Career Skills workshops and the requirements of each work term. Normally students are required to complete three work terms and complete their co-op program on an academic semester. These may vary depending on the academic program the student is enrolled in. Please consult the [UPEI Calendar](#) for program specifics.

### **d. Withdrawal from Co-op**

Students wishing to withdrawal from the Co-op program, must notify the Co-op Office in writing. A withdrawal request received **prior** to the start of the career preparation modules, is eligible for a refund of the course/work term fee. A withdrawal request received by the Co-op Office **after** the start of the career preparation modules for that term, is not eligible for a refund.

Once an offer of employment has been accepted, the student may not withdraw from the program until after the completion of the work term and all necessary requirements.

Withdrawal from the program is final.

## **2. Career Skills Modules**

Co-op students will register in and complete three Career Skills modules, which are pre-requisite requirements for their work terms. The modules will focus on relevant topics for professional development

### **a. Attendance**

To be eligible for a grade of Pass, students are required to attend a minimum of 80% of all sessions in the Career Skills modules, with a requirement to make-up any missed sessions at the discretion of the coordinator. Students must let the coordinator know of any planned absences in advance, or contact the coordinator within 24 hours of an unplanned absence to obtain a make-up.

### **b. Conduct**

Students are required to conduct themselves in a professional and ethical manner at all times. This includes, but is not limited to: respectful conduct toward classmates, facilitators, and guest speakers; constructive dialogue in the case of disagreements, and professional use of electronic devices (laptops, tablets, cell phones). Failure to conduct oneself in such a manner may result in the requirement to develop a plan of action with the Co-op Office, a grade of Fail in the module, and/or dismissal from the Co-op program.

### **c. Deadlines/Submission of Assignments**

All assignments and class activities are due on the assigned date. Without prior arrangement or compassionate circumstances, late assignments will not be accepted



and result in a grade of Fail for the course.

**d. Accommodations**

Students may request accommodations as a result of barriers experienced related to disability, or any characteristic protected under Canadian human rights legislation. Students who require academic accommodation for either classroom participation, assignments, or the writing of tests and exams should make their request to Accessibility Services prior to or at the outset of the regular academic year. Please visit [upei.ca/studentlife/accessibility](http://upei.ca/studentlife/accessibility) for more information, or contact Nicole Wadden Garland, Accessibility Services Coordinator, at [nwadden@upei.ca](mailto:nwadden@upei.ca).

**3. Job Search Process**

**a. Job Search Activities**

- Students must regularly check Orbis for job postings - postings are added as they are received.
- Students must actively apply to job postings until they have secured a work term.
- Students must conduct their own job search in addition to applying for jobs posted by the Co-op Office.
- Applications must be received by the Co-op office by the specified deadline - i.e. midnight the day indicated as the closing date. No late applications will be accepted.
- Students will not provide false or misleading information in their applications.

A competitive process is used in all job postings. A work term position is not guaranteed.

Students are not permitted to contact any employer who has posted a position through the Co-op Office unless given permission to do so by the Co-op Office. Students who are contacted directly by the employer must notify the Co-op Office of the contact and its contents.

**b. Interviews**

Co-op students must make themselves available for interviews and attend all interviews for which they are selected. Students must provide accurate information during the interview.

The Co-op Office and employers will do their best to be flexible with the interview schedule so as to not interfere with classes, but the office can not guarantee that all employers will be flexible.

Students must notify the Co-op Office immediately if during the interview he/she learns something about the job or the employer that is not consistent with the job posting.

**c. Co-op Job Offers**

Once a student has received a job offer, they will have 24 hours (not including weekends) to respond unless otherwise indicated by the employer.

Some employers may require criminal record checks prior to an official job offer. The record check is to be obtained by and at the expense of the student.

Job offers typically come through the Co-op Office, but if the student is contacted directly by the employer, they are required to let the Co-op Office know immediately.

Once a student has accepted an offer, they are no longer eligible to accept interview requests or apply on any other job postings, and they are removed from the list of eligible students seeking work terms. Reneging on an accepted job offer will result in a failing grade for the work term and possible dismissal from the program.

#### **d. Students securing their own work term**

Students who receive an offer of employment as a result of their own job search, must submit the details of the position (including a job description) to the Co-op Office for approval prior to accepting the offer.

Once the student has accepted the position, all Co-op policies apply.

### **3. Work Term Requirements**

#### **a. Conduct**

Co-op students are required to conduct themselves in a professional and ethical manner at all times.

#### **b. Communication**

Any issues or concerns must be communicated to the Co-op Office immediately.

Students must respond to questions and requests from the Co-op Office in a timely manner.

#### **c. Termination with Cause**

If a student is terminated from their work term with cause, they will be given a fail for the work term and may be dismissed from the Co-op Program.

#### **d. Hours of Work**

The hours of work should be negotiated by the student prior to acceptance of the job offer. The Co-op students must begin and end their work term on the dates specified in their Letter of Offer. Any changes to the Letter of Offer must be agreed to by the student's supervisor and the Co-op Office.

Normally a minimum of 420 hours of work in the workplace must be completed to obtain a pass on the work term. The maximum number of hours vary by program. Students are not permitted to exit a work term until they have completed the work term duration specified in the letter of offer.

Hours accumulated before or after the official work term (as outlined in the Letter of Offer) or hours from previous work terms cannot be used except under exceptional circumstances and with advanced authorization of the Co-op Office.

#### **e. Submission of Work Term Assignments**

Students must submit their letter of offer, final job description, work term information, reflective learning journal, technical report and participate in moodle discussions in order to be eligible for a passing grade on their work term.

Failure to submit any of the work term assignments will result in a failing grade for the work term and possible dismissal from the program.

### **4. Additional Courses During Work Terms**

Students are permitted to take one course during a work term. Those students wanting to take more than one course, must submit a request to the Academic Director and receive approval.

### **5. Fees**

The Co-op acceptance fee is paid upon acceptance to the Co-op program.

The Co-op course fees are due upon registration in each section of the Career Skills workshops. Each course fee covers a section of the Career Skills workshops and the associated work term.

For a list of current fees please visit the [Tuition and Fees](#) section of the UPEI website.

### **6. Insurance Considerations**

Students must be covered by workplace insurance (Workers Compensation etc) during their work term. Typically, this is covered through the employer's plan, but students must ensure this is the case. If not, students must notify the Co-op Office.

### **7. Co-op Work Permits for International Students**

Upon acceptance into the Co-op Program, international students must obtain a Co-op Work Permit to be legally entitled to work in Canada. For more information on obtaining a Co-op Work Permit, please review the [Steps to Acquire a Co-op Work Permit](#).

International students agree to extend all permits and any necessary documentation when required.

### **8. Travel and Accommodations**

When relocating for a work term, students are responsible for making the necessary travel and accommodation arrangements.

## **9. Confidentiality and Employer Contacts**

Students must maintain confidentiality when discussing their employer, their organization and any other items of a sensitive nature with anyone other than Co-op Office staff.

Students cannot share job postings with non-Co-op Students.

Students cannot contact any employer who has a posting without prior approval of the Co-op Office.

## **10. Information and Privacy**

Students allow the Co-op program to solicit positions on their behalf. Students give consent to the Co-op program to disclose personal information consisting of resumes, unofficial transcripts, letters of reference, and other relevant materials to employers for the purpose of assisting students in securing their work terms.

## **11. Terms**

Failure to comply with the policies outlined in this document may result in a failing grade for the career preparation modules and/or the Co-op work term and/or dismissal from the Co-op program.

Exceptions to these policies may only be considered under exceptional circumstances.

The Co-op Office reserves the right to update and change the policies above at any time. Any modifications will become effective immediately upon posting. Students will be advised of any changes.