

THE CO-OPERATIVE EDUCATION HANDBOOK FOR STUDENTS

TABLE OF CONTENTS

1 THE CO-OP TIMELINE

| | |
|-----------------------------------------|---|
| New Co-op Students | 1 |
| Returning Co-op Students..... | 1 |
| Students On A Co-op Work term..... | 1 |
| How to apply to the Co-op Program | 2 |

2 APPLYING TO CO-OP

| | |
|------------------------------|---|
| Communication | 3 |
| Applying To Co-op | 3 |
| Admission Requirements | 3 |
| Application Process..... | 4 |
| Application Deadline..... | 4 |

3 ADMITTANCE

| | |
|------------------------------------------------|---|
| Co-op and Career Education Course | 4 |
| The Co-operative Education Agreement | 4 |
| Student / Coordinator Advisory Meeting..... | 5 |
| Unsuccessful Candidates | 5 |
| International Students Co-op Work Permit | 5 |
| Social Insurance Number (SIN)..... | 5 |

4 SECURING A JOB

| | |
|-----------------------------------------------|---|
| Active Job Search | 6 |
| Types of Co-op Work Terms | 6 |
| Self-Directed Co-op Work Term..... | 6 |
| Administration of Co-op Job Applications..... | 6 |
| Job Application Documents..... | 6 |
| Applying for Jobs..... | 7 |
| Job Interviews | 7 |
| Job Offer..... | 7 |
| Maintaining Student Status..... | 8 |
| Recruiting Ethics | 8 |

5 THE CO-OP WORK TERM

| | |
|----------------------------------------------------------------|-------|
| Course Registration..... | 9 |
| Working Conditions..... | 9 |
| Work Term Grading | 9 |
| Co-op Work Term Details and Work Term Learning Objectives..... | 10 |
| Site Visit..... | 10 |
| Work Term Report | 10-13 |
| Final Performance Evaluation by Supervisor | 13 |
| Resignation, Termination | 13 |
| Credits and Graduation | 13 |

6 FREQUENTLY ASKED QUESTIONS

| | |
|----------------------------------------------------------------------------|----|
| What is Co-operative Education? | 14 |
| How do I Sign Up for Co-op Ed?..... | 14 |
| What about my Student Loan? | 14 |
| Will I receive any credits for my Work Term?..... | 14 |
| Where are Co-op Jobs usually located?..... | 14 |
| Why can't I contact a Co-op Employer directly | 14 |
| Why do I have to pay tuition fees when working on a Co-op Job?..... | 14 |
| Are Co-op Courses eligible for Income Tax Claims?.. | 15 |
| How many Work Terms can I take in a row? | 15 |
| How many Work Terms can I take all together? | 15 |
| What kind of coverage do I have when I am on a Co-op Work Placement? | 15 |

7 CONTACT US

| | |
|------------------|----|
| Contact Us | 16 |
|------------------|----|

8 IMPORTANT EXTERNAL LINKS

| | |
|-------------------------------|----|
| Important External Links..... | 16 |
|-------------------------------|----|

9 LEGAL DISCLAIMER

| | |
|------------------------|----|
| Legal Disclaimer | 16 |
|------------------------|----|

**CENTRE FOR
EXPERIENTIAL
AND CAREER
EDUCATION**



THE CO-OP TIMELINE

NEW CO-OP STUDENTS

SEPT / JAN / MAY

Student Email: The Co-op office communicates with students via their firstname.lastname@student.ufv.ca email accounts. Co-op applicants, candidates, and students must check these accounts on a regular basis.

Information Session: Students who plan to apply to the Co-op program are encouraged to attend a co-op information session held at the beginning of each term.

Application Deadline: Students must apply to the Co-op program through CareerLink by the application deadline: The last Monday of September, January, or May.

OCT / FEB / JUN

Application Review: Applications to the Co-op program will be reviewed by the Co-op Coordinators. Applicants will be informed of their status via email by the first week of October, February, or June.

Co-op and Career Education Course: Co-op candidates must complete the mandatory, online Co-op and Career Education Course.

Advisory Meeting: After successful completion of the Co-op and Career Education Course, Co-op candidates must sign up for and attend the student/coordinator advisory meeting. The successful candidates will be granted Co-op student status.

NOV / MAR / JUL

CareerLink Update: All new Co-op students are required to update their CareerLink profile, both Personal Information and Academic Information and upload their updated resume into CareerLink. Failure to do so could result in your removal from the co-op program.

Active Job Search: All new Co-op students competing for a co-op work term in the following term start their active job search in CareerLink. Only Co-op students who have completed the application process will have access to co-op job postings on CareerLink.

RETURNING CO-OP STUDENTS

Co-op students can apply to co-op jobs anytime. Students should check CareerLink on a regular basis, as some employers post jobs a year in advance. Co-op Coordinators provide one-on-one coaching, pre-employment preparation, and feedback to students during their participation in the program. For this reason, it is important students keep in touch with their Co-op Coordinator on an ongoing basis. Coordinators can assist students with their job search, cover letters, resumes and interview skills. Contact your Coordinator to book an appointment.

To remain in the program, students must meet the co-op program continuance requirements. <https://www.ufv.ca/calendar/current/General/COOP.htm> Students should notify their Co-op Coordinator of any issues including unexpected drop in grades and course withdrawal.

STUDENTS ON A CO-OP WORK TERM

SEPT / JAN / MAY

Learning Objectives: If you are on a Co-op work term, your work term learning objectives are due by the last Monday of the month. Co-op Coordinators will contact you by email for further details.

OCT / FEB / JUN

Site Visit: If you are on a Co-op work term, the Co-op Coordinator conducts the work term site visit early this month. Please note it is your responsibility to arrange a meeting time between your supervisor and the Co-op Coordinator once your coordinator has informed you about their availability.

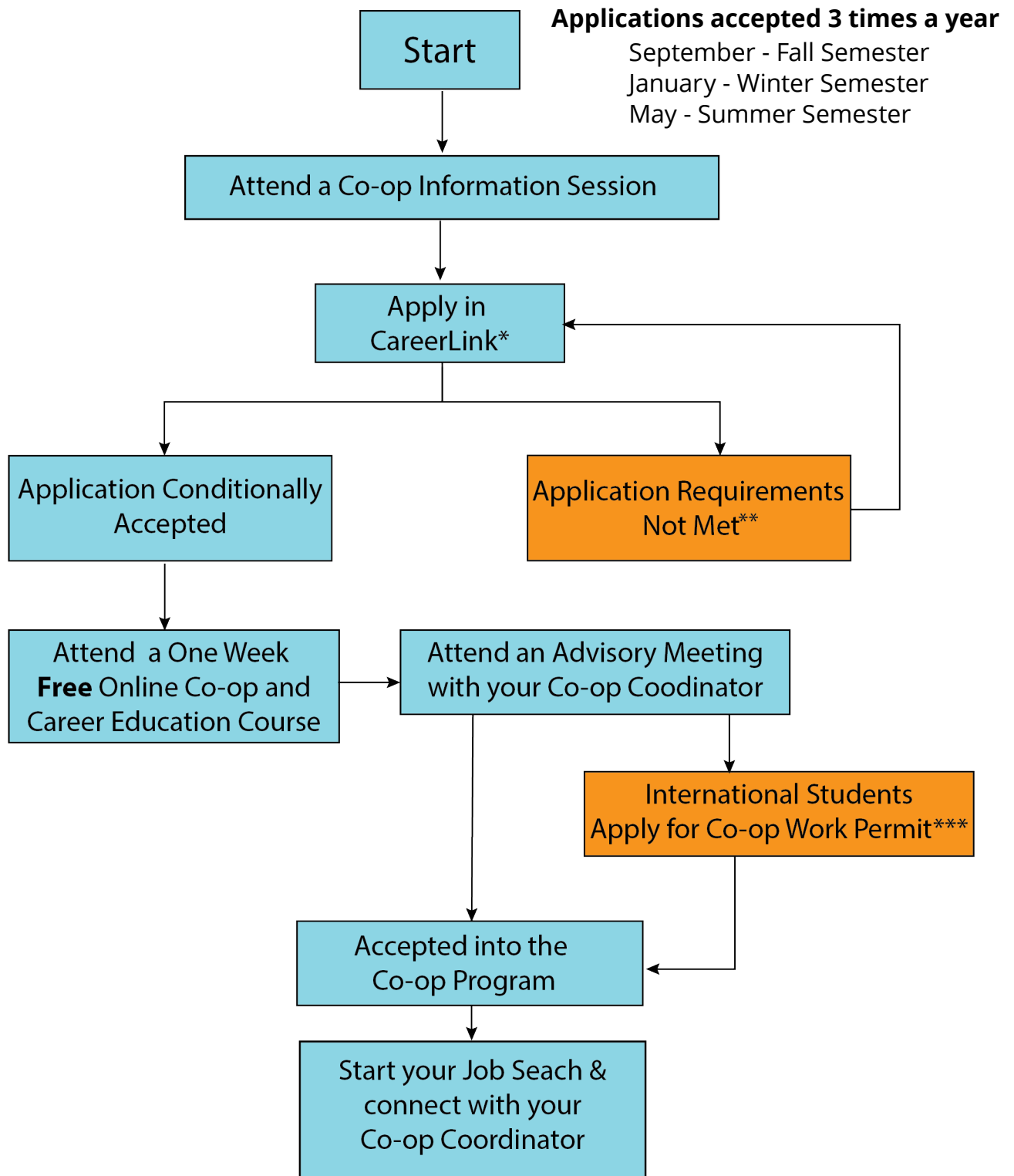
DEC / MAY / AUGUST

Report and Evaluations: If you are on a Co-op work term the following is due the last Monday of the month.

1. Final work term report
2. Employer's Final Evaluation
3. Student Questionnaire

How to apply to the Co-op Program

(Application timeline)



* **Deadline to Apply:** <https://www.ufv.ca/jobs/co-operative-education/>

** **Check eligibility requirements:** <https://www.ufv.ca/calendar/current/General/COOP.htm>

** Now you will receive a letter from the Co-op Office to apply for your Co-op Work Permit

2 APPLYING TO CO-OP

COMMUNICATIONS

The Co-op Ed office will send all official email messages to your UFV Email Account. The Co-op office will also only respond to inquiries sent from your student account. It is your responsibility to check your email account on a regular basis.

Keep your phone number in CareerLink up to date. This is how your co-op coordinator will contact you on behalf of the employer

APPLYING TO CO-OP

The Co-operative Education office holds online co-op information sessions at the beginning of every semester. Students are encouraged to attend an online co-op information session and apply to the co-op program as soon as the admission requirements are met. Ideally students should apply after their second semester at UFV and no later than two semesters before the planned graduation.

Students fulfilling the admission requirements must complete an online application form through the Centre for Experiential and Career Education's (CECE) online CareerLink system. At the time of application students must also upload an unofficial transcript and a resume.

Applications are accepted in the Fall, Winter, and Summer semesters. Deadlines are posted on the co-op website. Visit the website for details ufv.ca/jobs

All Canadian citizens, permanent residents, and international students holding a valid study permit are eligible to apply to the Co-operative Education program.

Questions?
Contact the co-op office
email: coop@uvf.ca
phone: 604-854-4507

ADMISSION REQUIREMENTS

Students interested in enrolling in the Co-op program at the University of the Fraser Valley (UFV) must fulfill the following admission requirements:

1. Be enrolled full-time and remain enrolled **full-time** in one of the academic programs listed in the academic calendar ufv.ca/calendar/current/General/COOP.htm
2. Hold and maintain a Grade Point Average (G.P.A.) calculated from courses taken at a Canadian institution of at least 2.33 for a two-year diploma program or 2.67 for a four-year degree program.
3. Have successfully completed two semesters of full-time study (18 credits) in an academic program at a Canadian institution.
4. Have enough time remaining in their program to ensure that "the number of required work terms varies by program; however, the time spent in work terms must be at least 30% of the time spent in academic study for programs over 2 years in length and 25% of time for programs 2 years and shorter in length." cewilcanada.ca/CEWIL/Resources/Employer-Community-Partners/Employer-Tool-Kit-Folder/Co-operative-Education. That is, students must successfully complete two co-op work terms in a two-year diploma program or three co-op work terms in a four-year degree program.
5. Have successfully completed Co-operative Education essential employment skills training and advising.
6. Agree to "[s]tart and end with an academic study term" cewilcanada.ca/common/Uploaded%20files/Public%20Resources/CEWIL_Accreditation_Standards_and_Rationale_July_2018.pdf
7. Conduct themselves in a professional and responsible manner towards university faculty and staff, other students, and employers and their representatives.
8. In order to continue in the Co-operative Education program students must fulfill all admission requirements and must: Remain in good standing in their academic program and their Co-operative Education program.

3 ADMITTANCE

APPLICATION PROCESS

All applicants must apply through CareerLink, the Centre for Experiential and Career Education's career services management system:

If you are not yet registered with CareerLink, register online ufv.ca/jobs.

How to apply online:

- Log into your CareerLink Account
- Click on your "Initials" at the top right corner
- Click on "Apply to Co-op"
- Complete the application form and press the "Submit Application"
- Upload your resume and unofficial transcript under "My Documents" and click on "Add New" button and follow the online instructions

How to get a copy of your unofficial transcript

1. Log into your MyUFV Account
2. Click on 'Student Information' on the left hand side
3. Click on 'Student Records'
4. Select 'Electronic Academic Record'
5. Transcript Level: All Levels Transcript Type: Electronic Academic Record Click the 'Submit' button
6. Once loaded, Press Ctrl + P.
A "Print" window will appear. Under destination choose "Save as a PDF" in the drop down menu. Click "Save" Rename the file "Unofficial Transcript" and save it on your computer.

APPLICATION DEADLINE

Students must apply to the Co-op Ed program through CareerLink by the application deadline: The last Monday of the month, no exceptions to the deadlines can be made. For more information visit the website: ufv.ca/jobs/co-operative-education/

Within a week after the application deadline, applications to the Co-op program will be reviewed by the Co-op Co-ordinators. Applicants will be informed of their status via email by the first week of October, February, or June. Successful candidates will be invited to the Co-op and Career Education Course, which is mandatory and must be completed prior to applying to co-op positions.

CO-OP AND CAREER EDUCATION COURSE

This course will be completed online in Blackboard and may include virtual and/or in-person sessions. By the end of this course, you will be familiar with the policies, procedures and processes of the Co-op program. We will also address various questions that have been raised by previous Co-op students.

The topics covered in the workshop and tailored to the Co-op Ed program include:

1. Values and Skills
2. Career exploration and research
3. Resumes and Cover Letters
4. Interviews
5. References
6. Business Communication, Professionalism in the workplace and social media
7. Co-op Timeline & Expectations

At the conclusion of the class, students will be asked to:

1. Review THE CO-OPERATIVE EDUCATION HANDBOOK FOR STUDENTS
2. Read and sign THE CO-OPERATIVE EDUCATION AGREEMENT FOR STUDENTS
3. Sign-up and prepare for the student/coordinator advisory meeting

STUDENT/COORDINATOR ADVISORY MEETING

The meetings are held individually. Students must complete the homework activities assigned before two days prior to the meeting:

Signed copy of **THE CO-OPERATIVE EDUCATION AGREEMENT FOR STUDENTS**.

- The Co-operative Education Agreement is part of the Co-op and Career Education course and students will be asked to read, and sign the document at the end of the course. Students will not be able to view job postings until the signed agreement is returned to the Coordinator.
- Professional resume, reflecting the information presented at the Co-op and Career Education Course.
- Completed Co-op Work Sequence Plan form
- Skills Assessment Checklist and Short & Long Term Goals form

The meeting also provides an opportunity for students and the coordinator to ask specific questions and clarify issues. Topics addressed during the meeting may include your academic and professional interests, job search including co-op postings in CareerLink, your responsibilities as a Co-op student, work permits, etc.

Once all program requirements have been met, successful candidates will be admitted to the Co-op program and become an active Co-op student with access to the Co-op job postings.

UNSUCCESSFUL CANDIDATES

Unsuccessful candidates are candidates who fail to satisfy one or more of the following criteria:

1. Submission of proper application documents through CareerLink
2. Complete the Co-op and Career Education Course
3. Satisfactory completion of student/co-ordinator advisory meeting

Candidates are welcome to re-apply in a future semester. The applicant will need to submit a new online application in CareerLink.

INTERNATIONAL STUDENTS CO-OP WORK PERMIT

International students, i.e., students who are not Canadian citizens or Permanent Residents, must obtain a Co-op work permit before they begin to work. You must have a valid study permit in order to obtain a Co-op work permit and have been admitted into the Co-op Program. Please follow the instructions on the *Citizenship and Immigration Canada* website.

www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html

The Co-op office will issue an original letter stating that your intended employment is an essential part of your program of study.

Processing times varies so it is recommended that you apply for a co-op work permit as soon as you have been accepted into the Co-op program.

Estimated processing times are listed on IRCC's website: www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html

You also must provide the following to the co-op office:

1. Email verification that you have applied for a co-op work permit
2. A copy of your co-op work permit.

It is your responsibility to hold a valid Co-op work permit for the entire period of your Co-op employment. If expiring you should leave enough time to extend your work permit.

SOCIAL INSURANCE NUMBER (SIN)

The Social Insurance Number (SIN) is the nine-digit number that you need to work in Canada. To apply for a SIN, please follow the instructions on the *Service Canada* website.

<https://www.canada.ca/en/employment-social-development/services/sin.html>

FURTHER INFORMATION

If you have further questions and need help with your Canadian co-op work permit, please book an appointment with **John Fernando**, International, Student Relations Specialist, UFV International

international.ufv.ca/current-students/info-sessions/

4 SECURING A CO-OP JOB

ACTIVE JOB SEARCH

Only students admitted into the Co-op Program may apply for Co-op jobs. Co-op job openings for current and future semesters are posted continuously on CareerLink as they become available. Generally, positions are posted for at least one week before closing date; however, some positions may close within a shorter time-span. It is the responsibility of the Co-op student to regularly check the CareerLink listings for appropriate positions.

Note that only the following search functions are fully supported by CareerLink: Position Type (e.g., Full-Time, Volunteer) and Keywords (e.g., "ministry", "software").

Also, because CareerLink will terminate access to job descriptions 14 days after the closing date, it is recommended that you keep a file that contains job descriptions of positions you have applied to.

TYPES OF CO-OP WORK TERMS

All co-op work terms must be full-time and require a minimum employment of 420 hours in one semester.

SELF-DIRECTED CO-OP WORK TERM

A Co-op student, in consultation with the Co-op Co-ordinator, may arrange their own work term with an employer. If a student has developed their own work term, the employer must agree to:

1. Provide the Co-op Ed office with job posting outlining the main job duties
2. Provide the Co-op Ed office and the student with a written contract assuring a minimum employment of 420 hours for the work term and a salary commensurate to experience and industry standards

3. Discuss with the student specific learning objectives for the work term
4. Provide the student with a safe work environment with an opportunity to achieve the agreed-upon learning objectives
5. Be available for a one-hour on-site visit in the second half of the term
6. Evaluate the student's performance at the end of the term.

A self-directed co-op work term is subject to the same registration requirements and fee payment as Co-op employment obtained through the Co-op office

ADMINISTRATION OF CO-OP JOB APPLICATIONS

All communication between the potential employer and interested students will be conducted by Co-op Ed office staff. Consequently, students applying to Co-op positions must list the Co-op Ed office as their **primary contact** in all communications with a potential employer, e.g., cover letter, resume. For non-Co-op positions, you must use your personal contact information.

If a student is contacted directly by an employer about an interview, the student may set up the interview and shall inform their Co-op Co-ordinator about the details.

JOB APPLICATION DOCUMENTS

Please note that all your application documents for Co-op positions must clearly show the following and only the following contact information:

c/o Co-op Ed Office,
Centre for Experiential and Career Education
University of the Fraser Valley

Telephone: (604) 854-4507
E-mail: coop@ufv.ca

Applications with personal contact information will be removed from competitions.

For companies with online computerized recruiting systems, you must set up an online login account with your UFV Student E-mail address and personal contact phone number. Cover Letters and Resumes will still continue to have the Centre for Experiential and Career Education (CECE) contact information for submission.

APPLYING FOR JOBS

Co-op job applications usually require three documents: a position-specific cover letter, a tailored resume, and an unofficial academic transcript. The mandatory Co-op and Career Education Course includes a section on cover letter and resume. Additional resources can be found on CareerLink under “Resources” .

Submit a cover letter and resume by the deadline indicated on the job posting. Co-op job postings usually require you to apply via CareerLink or indicated in the job posting. Consequently, you must upload the required documents into CareerLink (refer to Application Process on page 3)

You can apply to as many jobs that interest you in your area of study. If successful, you must be willing to work wherever the job requires, and at the offered rate of pay. Applications are stored in your account. In some cases, you may be required to apply on the company website with the link provided in the posting. In this case, we ask that you upload a copy of the application in your CareerLink account.

If you need assistance with your resume or cover letter contact your Co-op coordinator for assistance. **Remember to check your email regularly for updates on interviews and messages from your co-op coordinators.**

JOB INTERVIEWS

Students who pass the primary selection in the job application process are invited to an interview. Employers inform the Co-op Ed office which students they want to interview. The Co-op Ed office will then set up an interview date, time, and location.

The mandatory *Co-op and Career Education Course* is designed to teach students successful interviewing techniques. Additional resources can be found on the *Centre for Experiential and Career Education* website.

Note the standard hiring communications procedure:

After the deadline: An employer will only contact the Co-op Ed office/the applicant if the candidate has passed the primary selection and is invited to an interview. Consequently, if your application has been unsuccessful, you will not be notified.

After the interview: Those students who are selected will be contacted through the Co-op Ed office. WE WILL CONTACT YOU either by phone or student email. So check your emails frequently. However, we often do not receive information about the employer’s hiring decision immediately, so please continue to apply to job postings. If you are contacted directly by an employer for an interview, it is your responsibility to update your co-op coordinator with this information.

JOB OFFER

Job offers from employers to students must be in writing and contain the following:

1. A brief job description outlining the main job duties
2. Worksite address
3. Working hours
4. An assurance of a minimum employment of 420 hours for the work term
5. Salary details

The employer sends the work contract to the Co-op Ed office; the Co-op Ed office informs the co-op student of the job offer; the co-op student reviews the work contract and signs a letter of acceptance, which is then sent back to the employer.

Students are expected to accept co-op job offers on a first-come first-serve basis. **If a student has a concern about a co-op job offer, they must discuss this with their co-op coordinator immediately.** If a student decides to drop out of a competition before an offer has been made, the student must inform their Co-op Coordinator immediately.

The employer, The Co-op Ed office, and the wCo-op student will all hold a copy of the work contract. Students must provide the Co-op Ed office with a copy of their work contract.

Once you have accepted a Co-op job offer from an employer all outstanding applications to co-op positions will be withdrawn. **Accepting a job offer means committing to the job; consequently, once you have accepted a position, you must not seek alternative co-op employment.** Furthermore, you cannot combine a Co-op work term and a work-study position.

MAINTAINING STUDENT STATUS

While on a Co-op work term, full-time student status is maintained. However, students are reminded that they are not guaranteed a Co-op work term for the semester they wish to work.

To ensure full-time student status in the event that a student does NOT secure a co-op work term, it is recommended that students register for courses following the usual deadlines. If a student does secure co-op employment thereafter, they may drop the courses in which they registered with no penalty.

Students may only drop courses without penalty if they are placed in an approved co-op work term.

RECRUITING ETHICS

The complete original text from The Co-operative Education and Work-Integrated Learning Canada: Recruiting Ethics <http://cewilcanada.ca/common/Uploaded%20files/Public%20Resources/RecruitingEthics.pdf>

“The successful recruitment of co-operative education students depends upon the collective activities of three parties -- the interested employer, the co-op student, and the associated educational institution. All participants must adhere to Provincial and Federal legislation in their recruitment and employment practices. However, the Co-operative Education and Work-Integrated Learning Canada supports additional guidelines concerning recruiting ethics that support the development of a mutually beneficial and fair process for all concerned.

1. Employer Ethics

- a. Provide accurate job posting information including salary and location.
- b. Provide reasonable notice of candidates to be interviewed and of interview cancellations
- c. Respect an institution's schedule regarding job postings, interview arrangements, job offers, etc., and heed the co-operative education policies and procedures of an institution
- d. Not discuss job offers or rankings with candidates before, during, or following an interview

- e. Not seek a candidate's assessment of another candidate
- f. Not make multiple job rankings or offers unless prepared to accept multiple candidates
- g. Honour all matches, and not rescind offers of employment
- h. Confirm all job offers in writing
- i. Not translate a co-op assignment into a full-time position encouraging a student to settle for less education

2. Student Ethics

- a. Abide by the co-op policies of their institution
- b. Ensure that employers have accurate information regarding their qualifications
- c. Notify the co-op office, well in advance, if interviews must be rescheduled or cancelled
- d. Not discuss or mislead employers about their ranking or job acceptance intentions, and not provide information to employers on other students or employers
- e. Honour their acceptance of employment as a contractual agreement with the employer

3. Institution's Ethics

- a. Inform students, employers, and other interested parties of institutional policies and procedures
- b. Provide equal services to all students and employers
- c. Accommodate employers' reasonable requests for job postings, interview space, and presentation facilities
- d. Provide students with accurate information on all recruiting employers
- e. Notify the employer of any hiring limitations prior to them conducting interviews
- f. Notify employers of any students who, after being hired, are not academically eligible to continue in their program”

5 THE CO-OP WORK TERM

COURSE REGISTRATION

After you have accepted the co-op job offer, the Co-op Ed Office will authorize the Admissions and Records office to accept your registration for the relevant co-op work term. The Co-op office will email the course registration number (CRN) to your UFV student email address.

You may register through MyUFV until the day classes start. Once classes have started, you must register in person or by phone. <https://www.ufv.ca/registration/deadlines/>

Additional, semester-based fees may apply. For details in regard to co-op tuition fees, please refer to the Academic Calendar. <https://www.ufv.ca/calendar/current/General/COOP.htm>

For Co-op work terms, upon registration you must withdraw from any academic courses you have already registered in. Prepaid course fees will be applied toward your co-op tuition. In consultation with your Co-op Co-ordinator, you may register in one academic course provided this course will not interfere with your work duties.

If you are unable to pay your tuition fees you must contact the Department for Financial Aid and Awards and arrange for a tuition deferral. ufv.ca/fineaid/

Co-op students on a co-op work term that have not registered by the fee payment deadline will be registered by the Co-operative Education office. They will be required to meet with their co-op co-ordinator.

WORKING CONDITIONS

At the beginning of the work term the Co-op student must ensure that the main work duties, the worksite, and the working hours correspond to the working conditions that have been outlined in the Co-op job offer. If there are any discrepancies, you must report them to the appropriate Co-op Co-ordinator immediately. If you ever have any safety or security concerns, report them either directly to your supervisor or your Co-op Coordinator.

WORK TERM EXTENSIONS

Some employers may ask students to return for additional work terms. Students must notify and discuss with the Co-op office before accepting a work extension. Students need to consider their academic plan and may want to book an appointment with an Academic Advisor. International students will need to check their work permit status and discuss the application for the work permit extension with the Co-op office before accepting work term extensions.

Accepting an extension/additional work term requires registration in the appropriate co-op work term course. Co-op students on a co-op work term that have not registered by the fee payment deadline will be registered by the Co-operative Education office.

WORK TERM GRADING

Co-operative Education work terms are graded on a credit (CR)/no credit (NCR) basis.

In order to receive a CR grade standing the student must complete the following tasks in acceptable form and on time:

1. Complete the Co-op work term details and work term learning objectives in CareerLink by the last Monday of their first month at work
2. Arrange the Co-op Co-ordinator's site visit at the half-point of the semester and receive a satisfactory evaluation from the supervisor
3. Submit both the work term report and student questionnaire to the Co-op Ed office via email, fax, or in person by the last Monday of the last month of the work term
4. Receive a satisfactory final performance evaluation from the supervisor and submit it to the Co-op Ed office via email, fax, or in person by the last Monday of the last month of the work term

The following task schedule applies to **consecutive work terms with the same employer in the same job:**

4, 8 & 12 MONTH TERMS

First work term: Complete # 1, 2, 3, 4

Second work term: Complete # 1, 3

Third work term: Complete # 1, 2, 3, 4

CO-OP WORK TERM DETAILS AND WORK TERM LEARNING OBJECTIVES

Students on a Co-op work term must request time with their supervisors to discuss their work term learning objectives. The purpose of the learning objectives is to give the employer the opportunity to use the student's services appropriately, give them a chance to learn desired outcomes, and demonstrate their understanding of the position.

To assist in achieving success, students are required to set interpersonal and technical learning objectives that are specific, measurable, achievable, realistic, and timely. Each Co-op term, students will set two interpersonal objectives which are based on behavioural competencies or personal attributes such as communication, creative problem solving, team building, and leadership. As well as two technical objectives which includes the knowledge and ability to develop a new skill, complete a new task, or solve a problem with measurable results.

EXAMPLES

Interpersonal Learning Objective: By the end of my work term, I will improve my communication skills by speaking up and contributing my ideas during a staff meeting. I will measure my skills by how comfortable I feel and how often I contribute.

Technical Learning Objective: By the end of my work term, I want to improve my java programming skills by attending an in-house training session and reviewing the java manual. I will have my code evaluated by my supervisor for constructive feedback on my improvement.

After the work term objectives have been determined, students must fill in work term details and work term learning objectives by the last Monday in September, January, or May.

1. Log into your CareerLink account.
2. Click the "Experiential Learning"-tab.
3. Locate your current co-op work term from the list (YYYY.MM: job title).
4. Click the "Edit"-button.
5. You should automatically be taken to the form. Fill in your **"Co-op Placement Details & Learning Objectives"**.
6. Save and check.

SITE VISIT

Students on a Co-op work term must arrange the Co-op Coordinator's site visit for early November, March, or July.

On site, the Co-op Coordinator will spend 30 minutes with the student's direct supervisor to discuss the student's performance. After that the Co-op Coordinator will meet for 30 minutes with the student to discuss the evaluation.

WORK TERM REPORT

Please discuss the contents of your work term report with your supervisor prior to getting started. Your employer may not want proprietary or sensitive information (e.g., pending patents, security protocols) be disclosed to the public.

Students on a Co-op work term must complete and submit a work term report by the last Monday of the last month of the work term. The report must be submitted on time to the Co-op Coordinator. Late report submissions may be given extensions but will receive an incomplete (I) status until received by the Coordinator and non-submissions will receive no-credit (NC) for the Co-op work term.

As your Co-operative Education work term is an experiential opportunity in which students engage in a direct "hands-on" experience, one of the key components to understanding how the Co-op work term has transformed their learning is through reflection. The purpose of the work term report is to encourage students to think about their work term experiences within the framework of their career plan.

Reflection can focus on one, two, or all three of the following aspects of your work term experience:

1. Academic Learning (hands-on, meaningful, and substantial work with linkages to your academic program).
2. Skill Development (learning outcomes and competency development including assessment, mastery of skills, and reconnecting the experience to your program); and/or
3. Self-Knowledge (building an understanding of ones' personal attributes, developing a capacity to contribute and effect change within your community, and gaining a broader world view).

WORK TERM REPORT CONT.

It is also important to consider how reflection is taking place, that is, In-Action (during the work term); On-Action (after the work term or the particular project/experience is complete); and For-Action (how does the experience apply moving forward).

As a self-directed and process-oriented learning tool, reflection has many benefits. It is something that you can do on an on-going basis and at any time. It brings tacit knowledge about practice and experience to the surface, which promotes further consideration of assumptions and perceptions, and builds key skills such as critical thinking – a skill that employers are on the lookout for.

Students on a first Co-op work term must write a self-reflective essay minimum 1,000 words in length. Students should consider the following questions:

Where did I come from?

- What did I expect going into my first Co-op work term? Were there any surprises?
- What is important to me, my values, and my career goals?

Where am I now?

- What was my biggest area of growth through my Co-op work term?
- Did I enjoy the environment of the organization I worked for?
- What are my areas of strengths, as well as my preferences?
- What work term experiences disconfirmed/confirmed my interests?

Where will I go to?

- Would I be interested in continuing in this type of role?
- What are areas that I will need to continue to work on in future employment?
- What will I do in the next day/week/month in order to reach my goals?
- Did my values or career goals change through this experience?

Note that self-reflection is a process that requires time. Give yourself enough time to write a clear and concise paper.

SECOND WORK TERM REPORT

Students on their **second and subsequent work terms in the same position/placement** can propose an alternative topic for their work term reports. This alternative topic **MUST** be pre-approved by their Co-op Co-ordinator. Report options including the following:

- Article and Photo
- Online Blog Posts
- Journal
- Letter to a Future Student
- Oral Presentation
- Photo Essay (primarily photos)
- Video

The following are the specifics to each alternative:

ARTICLE AND PHOTO

This is an opportunity for you to write an article in a narrative, promotional, or persuasive style. It should follow media (magazine or newspaper) formatting features - who, what, where, when, why and how, appropriate length, strong headline, etc. The student would need to identify the article's purpose (hypothetical), distribution (what media), and target audience and comment on why this was a good format to choose for them (academically, personally or professionally)

Guidelines: Article and Photo - Process

- Approval: Discuss your choices with your Co-op Coordinator and get approval at least 2 weeks prior to the end of the work term. Without prior approval your alternative assignment will not be accepted.
- Format: Submit an article (Microsoft Word format, 1,000 words) and photo (original jpeg format) via email to your Co-op Coordinator by the due date. Please make sure to include an article title, your name, your place of work and your supervisor's name on the title page.

ONLINE BLOG POST

Write 5-6 posts of approximately 250 words each during the course of your work term. Your blogs should show a progression as you reflect on your academic learning, skills development and/or self-knowledge. Please be aware that these blogs are online based and accessible by anyone so confidentiality may be a concern. You must discuss this option (and content) with your supervisor and co-op coordinator prior.

ONLINE BLOG POST CONT.

To give context you should initially include:

- Information about the organization
- Your role and tasks within the organization
- Work environment and your team members
- As you progress you may want to consider your learning objectives and learning outcomes, further application of academic learning, skill development and/or self-knowledge
- Most of your blogs will be In-Action, that is, during the work term, however you should also consider how reflection applies On-Action and For-Action (see above)
- Later blogs may include your own conclusions as well as recommendations for future Co-op students
- Some free blog sites include: Blogger.com, Wordpress.com, Wix.com, and Weebly.com

JOURNAL

Being accountable for your work and actions is an important part of your learning and development as a professional. Keeping track of your daily tasks, questions, accomplishments or other factors can help you trace the impact of your work to project, organizational, and learning outcomes. You may also focus on indirect aspects of their placements such as observations at the workplace or with current events that may impact the placement, project or organization. In some professions such as engineering, work journals are key part of professional practice and therefore journaling requirements may be specific to the needs of those professional requirements. Consult your co-op program for more information.

In general, journals may be in paper or computer-based. Students should enter in their journals at least twice a week, if not daily. Journals should be presented to Coordinators during the site visit and at the end of the co-op term. There should be evidence of reflective analysis, versus simple descriptions. Following the simple reflective cycle may guide your writing: what, so what, and now what? Your total journal should be a minimum of 1000 words.

LETTER TO A FUTURE CO-OP STUDENT

This activity is similar to journal writing, but it is meant to help students target their writing as if they are writing to another person. Write a letter to a future co-op student to prepare them for a co-op placement in your organization. Include a description of the organization and the position, and then reflect on your experiences with an emphasis on your academic learning, skill development and/or self-knowledge. It may be helpful to explain what your first weeks were like and how you felt, and then compare this to how you felt when you were completing your term. Include advice on how another student might prepare for this workplace and their tasks, as well as how to navigate the workplace culture. Share what you have gained through your experiences including highlights and “ah-ha” moments. You may want to include some of the challenges and what you did to overcome them. Remember to balance honesty with professional integrity! Your letter should be minimum 1000 words.

ORAL PRESENTATION

This option includes an oral presentation AND a PowerPoint that complements the oral presentation: minimum 5 to a maximum of 8 slides. The oral presentation will be 5-10 minutes long and 5 minutes at the end for questions and will occur in a class or at a special event (TBD each term). The PowerPoint, which presents your information in a creative, engaging, and comprehensive way, should complement your oral presentation.

PHOTO ESSAY

Using photos and creative and/or explanatory notes, tell the story of your Co-op experience or cover another subject relevant to your work term. To give context the photo essay should include an introduction, information about the organization, your role including tasks and projects, the work culture and environment (minimum 750 words). The photo essay should include reflection on academic/technical learning, skill development and/or self-knowledge. The photo essay should be 5-8 pages with 2-3 images per page and can be submitted in a hard copy or an electronic format.

VIDEO

Produce a video as the medium of your report; in addition to addressing the key aspects of your experience as articulated above in the video, include a short written description (200 words) explaining why you chose this medium and how it worked for you.

VIDEO CONT.

Approval: Discuss your choice with your Co-op Coordinator and get approval at least 2 weeks prior to the end of the work term. Without prior approval your video assignment will not be accepted.

Format: Upload your finished video to YouTube (common video length is 3 to 5 minutes) and provide a link, as well as the 200-word written description, via email to your Co-op Coordinator by the due date. Ensure your video has a title.

PROJECT APPROVAL AND FINAL EVALUATION

Work terms reports will be evaluated according to the following criteria:

1. Content: Relevance to the discussion topic; length.
2. Organization: Clear introduction; setting out the central topic(s) or question(s); systematic exposition of ideas; conclusion.
3. Critical reflection: There should be good evidence of reflection of the experience. You are expected to demonstrate insights and awareness of what knowledge you contributed to the work term (academic courses, projects, lab experience etc.), and how the experience has helped you to develop knowledge and competencies.
4. Next Steps: Explain any gaps in your knowledge/skills and what future experience (courses, certificates, work experience, projects) you need in order to achieve your career goals.
5. Quality of writing: Style: grammar, literacy; intelligibility of expression.

FINAL PERFORMANCE EVALUATION BY SUPERVISOR

The work place supervisor will be evaluating the student's performance at the end of their co-op work term. Students will receive the **Employer Evaluation form** and submit it to their supervisor. The student should meet with the supervisor to discuss the outcome of the evaluation.

Upon both parties agreeing on the contents, the form must be signed by the supervisor and the student. The form must be submitted by the last Monday of the last month of the work term.

RESIGNATION OR TERMINATION

If a student considers resigning from a co-op position, the student must consult with the appropriate Co-op Coordinator **BEFORE** taking action. The Co-op Coordinator will then review the employment situation and determine appropriate action.

If the employer terminates the employment contract prematurely, the student must inform their Coordinator immediately. The Co-op Coordinator will then review the circumstances surrounding the termination and determine appropriate action.

Failure to inform the Co-op office may result in the student's expulsion from the Co-op Ed program.

CREDITS AND GRADUATION

Each completed full-time Co-op work term is worth six credits. To determine if your Co-op credits count towards your academic requirements, please consult your academic advisor.

The Co-operative Education degree designation requires the completion of a minimum of 2 full-time work terms for diploma and 3 full-time work terms for degree programs. The co-op degree designation displayed as **"with Co-operative Education option"** will be reflected on your graduation transcript and parchment.

Graduating co-op students **MUST** complete their program requirements on a FULL-TIME ACADEMIC STUDY TERM (minimum 9 credits). Co-op students can **NOT** complete a full-time co-op term on a graduating term. In order to receive the Co-operative Education degree designation students must:

1. Inform the Co-op office that they have completed the program requirements and plan to graduate at the next convocation date.
2. Check the box for CO-OPERATIVE EDUCATION when completing the GRADUATION REQUEST form.
3. If you have not completed all the co-op work terms for a co-op degree designation, please email the co-op office (coop@ufv.ca) to withdraw from the co-op program when you apply to graduate. Please include your student number in the email.

6 FREQUENTLY ASKED QUESTIONS

WHAT IS CO-OPERATIVE EDUCATION?

Co-operative Education is an academic program that “extends the students’ education beyond the limitations of classroom teaching and curriculum.

Co-operative Education combines full-time study (study terms) with full-time, paid employment in a career-related field (work terms). Work terms are 4, 8, or 12 months in duration. Co-op work term work terms are not guaranteed, but are awarded on a competitive basis. The hiring decision rests with the employer.

HOW DO I SIGN UP FOR CO-OP ED?

You can apply to the Co-op Ed program any time. However, applications are only reviewed after the application deadlines on the last Monday of the month in September, January, and May every year.

WHAT ABOUT MY STUDENT LOAN?

For student-loan-related issues, students on Co-op work terms are considered full-time students. However, student loan recipients on a co-op work term may be required to submit a Reassessment Form to and apply for Interest-Free Status with the Ministry of Advanced Education (*Student-Aid BC*). See Financial Aid and Awards for more information. ufv.ca/fineaid/

WILL I RECEIVE ANY CREDITS FOR MY WORK TERM?

Each completed full-time Co-op work term is worth six credits. Co-op credits do not currently count towards your diploma or degree requirements except for the Arts Degree program. 12 co-op credits can be applied to the lower-level credits for students in the Arts Degree program.

The Co-operative Education degree designation requires the completion of a minimum of 12 credits for diploma and 18 credits for degree programs. The Co-op degree designation is reflected on your graduation diploma by the line “with Co-operative Education option” ONLY IF you apply for Co-op designation on your graduation request form.

WHERE ARE CO-OP JOBS USUALLY LOCATED?

Co-op jobs may be available as close as the UFV campus or across Canada; it depends on your field of study, your interests, and your sense of adventure. Most students are placed in the Fraser Valley and within the Metro Vancouver area.

Please refer to the *Academic Calendar*. Fees are payable at the beginning of each work term and are subject to change.

WHY CAN'T I CONTACT A CO-OP EMPLOYER DIRECTLY?

First, the jobs within the Co-op Ed program are not available for non-Co-op students, and are thus not listed, outside the program. A benefit of Co-op Ed for the employer is that the university handles most of the administrative details. Being contacted by a large number of students from Co-op programs across Canada would be very time-consuming for the employer. Thus, Co-op offices at universities work with employers on behalf of the students.

Second, the Co-op Ed office must ascertain that communication between students and employers is appropriate and does not jeopardize future collaboration with either student or employer.

WHY DO I HAVE TO PAY TUITION FEES WHEN WORKING IN A CO-OP JOB?

Students do not pay any tuition fees until they have been successfully placed in a work term, and most students recoup their co-op tuition fees with their first paycheque.

Companies, non-governmental organizations, and governments are in need of motivated, trained, flexible, short-term employees that show potential to develop into a competent, long-term labour-force. In response, universities have established the Co-operative Education program which provides students with entry-level employment opportunities in their chosen fields of study, teaches them basic employability skills, and monitors employment conditions and progress.

Co-op Ed is part of your academic program. Fees are paid as they are for any course, and help to cover the cost of your Co-op and Career Education Course, the time your Co-op Coordinator spends with you, and in working with our employers.

FREQUENTLY ASKED QUESTIONS CONT.

ARE COOP COURSES ELIGIBLE FOR INCOME TAX CLAIMS?

Co-op “courses” are eligible for their \$\$ amounts to claim on taxes, but not for the “months” since the months refer to instructional time. Since Co-op placements are not in-classroom instructional time – they are ineligible for T2202a purposes. Please refer to the following link for further information in regard to the T2202a tax form. www.ufv.ca/registrar/records/tax-receipts/

HOW MANY WORK TERMS CAN I TAKE IN A ROW?

The maximum number of consecutive full-time work terms you can take is four (16 months) as long as two are in the summer.

HOW MANY WORK TERMS CAN I TAKE ALL TOGETHER?

The maximum number of work terms a degree co-op student may complete is six 420-hour units. A diploma co-op student may complete a maximum of four 420-hour units.

WHAT KIND OF COVERAGE DO I HAVE WHEN I AM AT A CO-OP WORK PLACEMENT?

Practicum/Work Experience Students

Effective January 1, 1994, WSBC coverage was extended to all students participating in the practicum or work experience component of a program offered by an eligible institution, regardless of the source of funding for the program.

Further clarification of this coverage was provided on March 29, 1994:

To be designated as a practicum for the purpose of obtaining provincial WSBC coverage for students, the practical, on-the-job training must meet the conditions/provisos of the definition as stated and expanded below.

A practicum/work experience is defined as:

- 1 An assigned work experience component of a program which is sanctioned by the institution.
- 2 A required component of the program which is included in the program description in the institutional calendar, normally as a credit course; and which must be successfully completed by the student as a requirement for program graduation and certification; and
- 3 Unpaid work activities which are supervised by the employer or a qualified designate, and which occur at the employer’s regular business location.

The practicum may occur either:

- 1 “Off-site” at the host employer’s regular place of business; or
- 2 “On-site” at the training institution’s premises, but only in a workplace that is part of the institution’s regular business activities, such as an office administration practicum in the administration department of an institution.

Practical work experience which occurs at workplaces that have been established by the institution for the purpose of simulated work training for a given program does not meet the conditions of a practicum for the purposes of provincial WSBC coverage for students.

Paid Work Experience

A student who is paid by an employer while on a work experience or practicum component of their post-secondary education will be provided WSBC coverage through that employer. The Ministry is not the employer in these cases and therefore cannot provide WSBC coverage.

Out-of-Province Practicum

WCB coverage is for workers who are injured while on the job in British Columbia. Students working outside of BC should confirm coverage with the province or country in which they will be on practicum. It is advisable that students obtain their own medical insurance for out-of-country placements.

7 CONTACT US

Co-op Office at the Centre for Experiential and Career Education

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8 IMPORTANT EXTERNAL LINKS

UFV Calendar:
www.ufv.ca/calendar/current/

UFV Financial Aid and Awards:
www.ufv.ca/fineaid/

UFV Important Dates and Deadlines:
www.ufv.ca/registration/deadlines/

UFV Information Technology Services:
<https://itservicesdesk.ufv.ca/TDClient/52/ITServicesPortal/>

UFV MyUFV:
my.ufv.ca

Medical Service Plan (MSP) or BC Resident:
www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents

Social Insurance Number:
www.canada.ca/en/employment-social-development/services/sin.html

Student CareerLink account:
ufv-csm.symplicity.com/students/

Study in Canada: Work permits for students:
www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work.html

9 LEGAL DISCLAIMER

This webpage contains external links. External links are labeled and are provided for the convenience of the user. Please note that the Co-op Ed office is not responsible for the contents of external webpages.

The Co-operative Education Handbook for Students is not intended as a legally binding document, nor is it intended to abridge any rights or responsibilities established by law or the over-riding jurisdiction of the University of the Fraser Valley Board of Governors and the Ministry of Advanced Education. The UFV Co-op Ed office reserves the right to change any provision or requirement at any time.

THE CO-OPERATIVE EDUCATION AGREEMENT FOR STUDENTS



NAME: _____ STUDENT NUMBER: _____

This agreement outlines the principal terms and conditions governing students enrolled in the Co-operative Education Program at the University of the Fraser Valley. It is consistent with the accreditation standards outlined by the Co-operative Education and Work-Integrated Learning Canada (CEWIL).

I understand:

1. Admittance into the program requires the successful completion of the Co-op and Career Education Course and the student/coordinator advisory meeting.
2. Participation requires active job search through CareerLink, the Centre for Experiential and Career Education's online database, the preparation of job application documents, attendance at job interviews, completion of work terms in accordance with university regulations and the work contract, acceptable employer evaluations, and the punctual and satisfactory completion of work term reports.
3. All co-op students must obtain a Social Insurance Number from Service Canada and coverage through the Medical Services Plan from the BC Ministry of Health. *International co-op students must obtain a co-op work permit from Citizenship and Immigration Canada. All students must provide the Co-operative Education office with copies of these documents. It is the responsibility of the student to ensure that their study and co-op work permit are valid for the entire length of their work terms.
4. Co-operative Education degree designation requires completion of a minimum of 2 full-time work terms for diploma or 3 full-time work terms for degree programs.

I agree:

1. For each work term I will register for the appropriate Co-operative Education course and pay tuition and other applicable student fees. Co-op students on a co-op work term that have not registered by the fee payment deadline will be registered by the Co-operative Education office. They will be required to meet with their Co-op Coordinator.
2. While in the Co-operative Education program I must remain in good academic standing, i.e., a Grade Point Average of 2.33 for diploma, a GPA of 2.67 for degree programs, and abide by the guidelines stated in *THE CO-OPERATIVE EDUCATION HANDBOOK FOR STUDENTS*.

I authorize:

1. The University to solicit positions on my behalf and to release my academic transcripts, resumes, and other employment-relevant information to employers.

I have read *THE CO-OPERATIVE EDUCATION AGREEMENT FOR STUDENTS* and understand that failure to abide by these terms may result in my expulsion from the program.

Signature

Date