

THE CO-OPERATIVE EDUCATION HANDBOOK FOR STUDENTS

Updated: April 2015

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1. THE CO-OP TIMELINE

1.1. [New co-op students](#)

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1.1. New co-op students

Month	Action
Sep/Jan/May	Student Email: The Co-op Ed 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 Ed 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 Ed 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 Ed program will be reviewed by the Co-op Co-ordinators. Applicants will be informed of their status (rejected/accepted) via email by the first week of October, February, or June.
	Pre-Employment Class: Co-op candidates sign up for and complete the mandatory, full-day Co-op Pre-employment class.
	Advisory Meeting: After successful completion of the Co-op Pre-employment class, Co-op candidates must sign up for and attend the student/co-ordinator advisory meeting. 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. Please also update your resume and upload it into your CareerLink account.
	Active Job Search: All new Co-op students competing for a co-op work term in the following term must start their active job search on CareerLink. Only Co-op students who have completed the requirements above will have access to co-op job postings on CareerLink.

1.2. Continuing co-op students

Month	Action
Sep/Jan/May	Student Email: The Co-op Ed 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.
	Continuing in Program: All continuing co-op students are required to update their CareerLink profile, both Personal Information and Academic Information, and update their resume and upload it onto their CareerLink account.
	Active Job Search: All continuing Co-op students competing for a Co-op work term for the following term must start their active job search on CareerLink.
	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.
Nov/Mar/Jul	Site Visit: If you are on a Co-op work term, the Co-op Co-ordinator 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 Co-ordinator once your co-ordinator has informed you about her or his availability.
Dec/Apr/Aug	Report and Evaluations: If you are on a Co-op work term:

	1) Your work term report is due by the last Monday of the month. 2) Your final evaluation by the employer is due by the last Monday of the month. 3) Your work term is completed by the last day of the month.
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2. APPLYING TO CO-OP ED

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2.1. Email communication

The Co-op Ed office will send all official email messages to your UFV email account (firstname.lastname@student.ufv.ca). The Co-op office will also only respond to enquiries sent from your student account. It is your responsibility to check your email account on a regular basis.

2.2. Admission requirements

Applying to the Co-operative Education program

The Co-operative Education office holds co-op information sessions at the beginning of every semester. Students are encouraged to attend a co-op information session and to apply to the co-op program as soon as the admission requirements are met, ideally in their third semester.

Students fulfilling the admission requirements must complete an online application form through the Career Centre's online CareerLink system (<https://ufv-csm.symlicity.com/students>). 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.

All Canadian citizens, permanent residents, and international students holding a valid study permit are eligible to apply to the Co-operative Education program. Students interested in enrolling in the Co-op Ed at the University of the Fraser Valley (UFV) must fulfil the following admission requirements:

Students are encouraged to apply to the Co-operative Education program after their first year at UFV and not later than four semesters before the planned graduation.

- 1: Be enrolled full-time and remain enrolled full-time in one of the following academic programs.
 - Arts, Associate degree (External link: www.ufv.ca/arts)
 - Arts, Bachelor degree (External link: www.ufv.ca/arts)
 - Business Administration, Bachelor degree (External link: www.ufv.ca/busadmin)
 - Business Administration diploma (External link: www.ufv.ca/busadmin)

- Computer Information Systems, Bachelor degree (External link: www.ufv.ca/cis)
 - Computer Information Systems diploma (External link: www.ufv.ca/cis)
 - Criminal Justice, Bachelor of Arts degree (External link: <http://www.ufv.ca/criminology/>)
 - General Studies, Bachelor degree (External link: http://www.ufv.ca/bachelor_of_general_studies/)
 - General Studies diploma (External link: http://www.ufv.ca/bachelor_of_general_studies/)
 - Library and Information Technology diploma (External link: www.ufv.ca/libtech)
 - Science, Associate degree (External link: www.ufv.ca/science)
 - Science, Bachelor degree (External link: www.ufv.ca/science)
- 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 in an academic program at a Canadian institution.
 - 4: Have enough time remaining in their program to ensure that "[t]he total co-operative work experience is at least thirty percent of the time spent in academic study" (Canadian Association for Co-operative Education: cafce.ca/_Library/_documents/AC-ESR07.pdf, page 3: Accessed 13 Aug 2014). 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". (Canadian Association for Co-operative Education: cafce.ca/_Library/_documents/AC-ESR07.pdf, page 12: Accessed 13 Aug 2014)
 - 7: Conduct themselves in a professional and responsible manner towards university faculty and staff, other students, and employers and their representatives.

In order to continue in the Co-operative Education program students must fulfil all admission requirements and must:

- 8: Remain in good standing in their academic program and their Co-operative Education program.

2.3. Application process

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

- 1: If you are not yet registered with CareerLink, register online by following the appropriate links (External link: <https://ufv-csm.symlicity.com/students>). The registration process requires you to enter basic information (name, student number, etc.). At the press of the "Submit"-button, a verification email is sent to you. Access your email account and confirm the message. AFTER the verification email has been confirmed by you, your information will be reviewed by the Career Centre staff. Generally a new CareerLink account is approved within one workday.
- 2: Once you are registered with CareerLink:
 - a: Log into your CareerLink account (External link: <https://ufv-csm.symlicity.com/students>).
 - b: Click the "Apply to Co-op" link on the right-hand side under Jobs.
 - c: Complete the requested information.
 - d: Press the "Submit Application"-button.
- 3: Upload your resume into CareerLink:
 - a: Log into your CareerLink account (External link: <https://ufv-csm.symlicity.com/students>).
 - b: Click "Documents" on the menu bar.
 - c: Click the "Add New" button and follow the online instructions.
- 4: Obtain an unofficial academic transcript through the myUFV-portal and upload it into CareerLink:

- a: Log into your myUFV account (External link: <http://my.ufv.ca>)
- b: Click "Student Information".
- c: Click "Student Services".
- d: Click "Student Records".
- e: Click "Electronic Academic Record" and choose the appropriate document.
- f: Copy-and-paste the contents of the Electronic Academic Record into a text file and save the file.
(Please note that the format-details of the Electronic Academic Transcript will usually be removed in the process.)
- g: Copy its contents into a word processor and save the file.
- h: Log into your CareerLink account (External link: <https://ufv-csm.symplicity.com/students>).
- i: Click "Documents" on the menu bar.
- j: Click the "Add New" button.
- k: Click the link that allows you to upload your transcript and follow the online instructions to upload the file that contains your academic transcript.

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.

2.4. Admittance

Within a week after the application deadline, applications to the Co-op Ed program will be reviewed by the Co-op Co-ordinators. Applicants will be informed of their status (rejected/accepted) via email by the first week of October, February, or June. Successful candidates will be invited to a one-day Co-op Pre-employment class, which is mandatory and must be completed prior to applying to co-op positions.

2.5. Co-op Pre-employment class

This one-day intensive course is scheduled for a Friday or Saturday in early October, February, and June. Attendance is mandatory. Co-op candidates must sign-up through CareerLink.

- 1: Log into your CareerLink account (External link: <https://ufv-csm.symplicity.com/students>).
- 2: Click "Events" on the menu bar.
- 3: Click "workshops" on the submenu bar
- 4: Click your choice of "Co-op pre-employment class"
- 5: Click the "RSVP" button

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

- 1: Career exploration and research
- 2: Resumes
- 3: Cover Letters
- 4: Interviews
- 5: References
- 6: Professional conduct
- 7: Co-op Timeline & Expectations

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

- a) review THE CO-OPERATIVE EDUCATION HANDBOOK FOR STUDENTS
- b) read and sign THE CO-OPERATIVE EDUCATION AGREEMENT FOR STUDENTS
- c) sign-up and prepare for the student/co-ordinator advisory meeting

2.6. THE CO-OPERATIVE EDUCATION AGREEMENT FOR STUDENTS

Please print, read, and sign the following document. Students will not be able to view job postings until the signed agreement is returned to the Co-ordinator.

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 Canadian Association for Co-operative Education (CAFCE).

I understand:

- 1: Admittance into the program requires the successful completion of the co-op pre-employment class and the student/co-ordinator advisory meeting.
- 2: Participation requires active job search through CareerLink, the Career Centre'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.
- 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:

- 5: For each work term I will register for the appropriate Co-operative Education course and pay tuition and other applicable student fees.
- 6: 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:

- 7: 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.

Student signature:

Date:

2.7. Student/co-ordinator advisory meeting

The meetings are held individually. Students must complete the homework activities assigned and bring the following to the meeting:

- 1: Signed copy of THE CO-OPERATIVE EDUCATION AGREEMENT FOR STUDENTS.
- 2: Professional resume, reflecting the information presented Co-op Pre-employment class.
- 3: Completed Co-op Work Sequence Plan form
- 4: *Skills Assessment Checklist* and *Short & Long Term Goals* form

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

Successful candidates will be admitted to the Co-op Ed program. This provides you with access to a Co-op Co-ordinator and the Co-op job postings.

2.8. Unsuccessful candidates

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

- 1: Admission requirements
- 2: Submission of proper application documents through CareerLink
- 3: All-day attendance at Co-op Pre-employment class
- 4: Satisfactory completion of student/co-ordinator advisory meeting

Please note that electronic records of unsuccessful candidates will not be kept. Should an unsuccessful candidate re-apply in a future semester, the applicant will need to submit a new application.



3. SECURING A CO-OP JOB

- 3.1. [Active job search](#)
- 3.2. [Types of co-op work terms](#)
- 3.3. [Self-directed co-op work term](#)
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- 3.6. [Administration of co-op job applications](#)
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3.1. Active job search

Only students admitted into the Co-op Ed 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").

Please apply early in case CareerLink goes offline.

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.

3.2. Types of Co-op work terms

There are two kinds of co-op work terms: A full-time co-op work term requires minimum employment of 420 hours in one semester. Part-time co-op work terms spread 420 hours over two semesters.

3.3. 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 Ed office.

3.4. Work-permits

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 Ed Program. Please follow the instructions on the Citizenship and Immigration Canada website (External link: www.cic.gc.ca/EnGLish/study/work.asp).

Submit completed forms and required documents to the Co-op Ed office. We will issue an original letter stating that your intended employment is an essential part of your program of study. The Co-op Ed office will courier your application materials to Citizenship and Immigration Canada. Processing time can be up to four months. The co-op work permit will be sent to your home address directly. Students must provide the Co-op Ed office with a copy of their co-op work permit.

Note that a co-op work-permit may be issued before you have a job offer. It is recommended that you apply for a co-op work permit as soon as you have been accepted into the Co-op program. It is your responsibility to hold a valid Co-op work permit for the entire period of your Co-op employment.

3.5. 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 (External link: www.servicecanada.gc.ca/eng/sc/sin/index.shtml).

International students, please note, that you will need a written work contract before you can apply for a SIN. The validity of your SIN is tied to the validity of your work permit.

3.6. 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.

3.7. 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, Career Centre
University of the Fraser Valley
Telephone: (604) 854-4507
E-mail: coop@ufv.ca

APPLICATION DOCUMENTS 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 UFRV Student e-mail address and personal contact phone number. Cover Letters and Resumes will still continue to have the Career Centre contact information for submission.

Co-op job applications usually require three documents: a position-specific cover letter, a resume, and an unofficial academic transcript. The mandatory [Co-op Pre-employment class](#) includes a section on cover letter and resume. Additional resources can be found on CareerLink (or through an Internet search):

- 1: Log into your CareerLink account (External link: <https://ufv-csm.symlicity.com/students>).
- 2: Click "my documents" on the menu bar.
- 3: Click on the "Career Resources" tab.

Co-op job postings usually require you to apply via CareerLink. Consequently, you must upload the required documents into CareerLink.:

- 1: Upload your resume into CareerLink:
 - a. Log into your CareerLink account (External link: <https://ufv-csm.symlicity.com/students>).
 - b. Click "my documents" on the menu bar.

- c. Click the "Add New" button and follow the online instructions.
- 2: Obtain an unofficial academic transcript through the myUFV-portal and upload it into CareerLink:
 - a. Log into your myUFV account (External link: <http://my.ufv.ca>)
 - b. Click "Student Information".
 - c. Click "Student Services".
 - d. Click "Student Records".
 - e. Click "Electronic Academic Record" and choose the appropriate document.
 - f. Copy-and-paste the contents of the Electronic Academic Record into a text file and save the file. (Please note that the format-details of the Electronic Academic Transcript will usually be removed in the process.)
 - g. Copy its contents into a word processor and save the file.
 - h. Log into your CareerLink account (External link: <https://ufv-csm.symlicity.com/students>).
 - i. Click "my documents" on the menu bar.
 - j. Click the "Add New" button.
 - k. Click the link that allows you to upload your transcript and follow the online instructions to upload the file that contains your academic transcript.

Note the standard hiring communication procedure:

- 1: 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.
- 2: After the interview: An employer will inform the Co-op Ed office/the applicant whether the candidate has been successful in securing the job. Consequently, if your application has been unsuccessful, you will be notified.

3.8. 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 Pre-employment class](#) is designed to teach students successful interviewing techniques. Additional resources can be found on the Career Centre website (External link: www.ufv.ca/jobs)

Note the standard hiring communication procedure:

- 1: 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.
- 2: After the interview: Unfortunately, even after a student has attended an interview, we very often do not receive information about the employer's hiring decision. However, in case an employment offer relevant to the student is issued by the employer, WE WILL CONTACT YOU. Otherwise, after a period of two weeks past the interview please assume that you were not selected for the position.

3.9. 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.

(Note that a student is not obliged to accept a job offer. However, if a student decides to drop out of the competition or to reject a job offer, the student must inform their Co-op Co-ordinator immediately.)

The employer, The Co-op Ed office, and the Co-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.

3.10. 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.

3.11. Recruiting ethics

The complete original text from The Canadian Association for Co-operative Education: Recruiting Ethics (External link: <http://www.cafce.ca/files/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 Canadian Association for Co-operative Education supports additional guidelines concerning recruiting ethics that support the development of a mutually beneficial and fair process for all concerned.

A. Employer Ethics

- Provide accurate job posting information including salary and location.
- Provide reasonable notice of candidates to be interviewed and of interview cancellations
- 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
- Not discuss job offers or rankings with candidates before, during, or following an interview
- Not seek a candidate's assessment of another candidate
- Not make multiple job rankings or offers unless prepared to accept multiple candidates
- Honour all matches, and not rescind offers of employment
- Confirm all job offers in writing
- Not translate a co-op assignment into a full-time position encouraging a student to settle for less education

B. Student Ethics

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

C. Institution's Ethics

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



4. THE CO-OP WORK TERM

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- 4.10. [Work term notification form](#)

4.1. 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 (External link: <http://www.ufv.ca/admissions/registration/imprtregdates/#Fall2013>).

Additional, semester-based fees may apply. For details in regards to co-op tuition fees, please refer to the Academic Calendar (External link: http://www.ufv.ca/calendar/2013_14/General/COOP.htm).

For full-time Co-op work terms, upon registration you must withdraw from any academic courses 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. For part-time Co-op work terms, the maximum number of academic courses you can take concurrently to your Co-op work term is three (9 credits).

If you are unable to pay your tuition fees you must contact the Department for Financial Aid and Awards (External link: www.ufv.ca/fineaid.htm) and arrange for a tuition deferral.

4.2. 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 Co-ordinator.

4.3. Work term grading

Co-operative Education work terms are graded on a fail/pass basis.

In order to receive a Pass 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 the work term report 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 schedules apply to work terms:

4-month:

First work term: 1, 2, 3, 4

8-month:

First work term: 1, 2, 3

Second work term: 1, 2, 3, 4

12-month:

First work term: 1, 2, 3

Second work term: 1, 2, 3

Third work term: 1, 2, 3, 4

4.4. 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 problems with measurable results.

Examples:

Interpersonal Learning Objective Ex: *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 Ex: *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 "profile"-tab.
- 3: Click the "Co-op"-tab.
- 4: Locate your current co-op work term from the list (YYYY.MM).
- 5: Click the "Edit"-button.
- 6: You should automatically be taken to the "Basic Info/Learning Objectives"-tab.
- 7: Fill in: Co-op Work term Details
- 8: Fill in: Co-op Learning Objectives

4.5. Site visit

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

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

4.6. 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 to the Co-op Co-ordinator via email, fax, or in person. Late report submissions may be given extensions but will receive an incomplete (I) status until received by the Co-ordinator and non-submissions will receive no-credit (NC) for the Co-op work term.

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.

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

- 1: **Where did I come from?**
What is important to me, my values, my career goals?
What did I expect before my first Co-op work term?
- 2: **Where am I now?**
What are my strengths, my preferences?
What work term experiences disconfirmed/confirmed my interests?
- 3: **Where will I go to?**
Did my values change, did my career goals?
What will I do in the next day/week/month in order to reach my goals?

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

Students on their second and subsequent work terms 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 include but are not limited to, upon approval, of the Co-op Co-ordinator:

- Oral presentation – presented to an audience of faculty, staff, and students
- Set of 3 classroom presentations
- Blog/webpage
- Lab book (science students only)
- Video
- Career Portfolio (visual arts, web design, etc.)

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: Argument: Do you present a coherent and reasonable argument? Is it consistent with, and supported by, your evidence? Is it logically consistent? Does it take into account major counter arguments?
- 4: Style: Grammar, literacy; intelligibility of expression.

4.7. Final performance evaluation by supervisor

The student's performance at their Co-op work term is evaluated by the student's direct workplace supervisor.

Students will receive the final performance evaluation form via email which they must deliver to their supervisor. When delivering the form students request a meeting to discuss the outcome of the final performance evaluation.

The completed final performance evaluation form, upon both parties agreeing on the contents, must then be signed by both the supervisor and the student and submitted to the co-op co-ordinator via email, fax, or in person by the last Monday of the last month of the work term.

4.8. Resignation, termination

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

If the employer terminates the employment contract of a student prematurely, the student must inform their Co-ordinator immediately. The Co-op Co-ordinator 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.

4.9. Credits and graduation

Each completed full-time Co-op work term is worth six credits. Co-op credits do not currently count towards your diploma or degree academic requirements.

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 is reflected on your graduation diploma with the designation "with Co-operative Education option".

Graduating co-op students **MUST** complete their program requirements on a **FULL-TIME ACADEMIC STUDY TERM**, unless it is the **SECOND** half of a **PART-TIME CO-OP** that is being taken in conjunction with **FULL-TIME ACADEMIC STUDY** (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.

4.10. Work term notification form

The work term notification form is used for students to inform their co-op co-ordinator of their Co-op activity and their intent to complete future Co-op work terms. All students are required to submit the work term notification form each term to their Co-op Co-ordinator. The form is due the last Monday of September, January, and May and will be accepted via email, fax, or in person.



5. FREQUENTLY ASKED QUESTIONS (FAQs)

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. By providing a structured sequence of progressively challenging lessons learned on assignment and in direct association with practicing members of the profession, students are provided the most comprehensive and professional preparation available." Cates and Cedercreutz (2008)

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. ([Application process](#))

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 (External link: [Semester Fees And Other Costs](#)). Fees are payable at the beginning of each work term and are subject to change. ([Course registration](#))

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 paycheck.

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 pre-employment class, the time your Co-op Co-ordinator spends with you, and in working with our employers.

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 (<http://www.aved.gov.bc.ca/studentaidbc/>). See Financial Aid and Awards for more information (<http://www.ufv.ca/fineaid.htm>).

Why can't I contact a Co-op employer directly, but have to go through the Co-op Ed office instead?

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.

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.

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 regards to the T2202a tax form. (<http://www.ufv.ca/ar/studentrecords.htm>)

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 co-op student may complete is six 420-hour units. These can be worked in full-time or part-time Co-op work terms, or a combination of both.

What kind of coverage do I have when I am at a Co-op work placement?

Please see the following information excerpted from:

([http://ufv.ca/media/assets/career-centre/co-op/WBC-Oct-2011-Attachment-2-Clarification-of-WSBC-Coverage-\(2\).pdf](http://ufv.ca/media/assets/career-centre/co-op/WBC-Oct-2011-Attachment-2-Clarification-of-WSBC-Coverage-(2).pdf))

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:

- "Off-site" at the host employer's regular place of business; or
- "On-site" at the training institution's premises, but only in a work place 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 work places 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.



6. IMPORTANT EXTERNAL LINKS

Medical Services Plan (MSP) or BC Residents: www.health.gov.bc.ca/msp/infoben/index.html

Social Insurance Number: www.servicecanada.gc.ca/eng/sc/sin/index.shtml

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

Studying in Canada: Work permits for students: www.cic.gc.ca/EnGLIsh/study/work.asp

UFV Calendar: www.UFV.ca/calendar

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

UFV Important Registration Dates: <http://www.ufv.ca/admissions/registration/impregdates/>

UFV Information Technology Services: www.ufv.ca/its

UFV MyUFV: <http://my.ufv.ca>



7. CONTACT US

Co-op Ed Office at the Career Centre

Abbotsford Campus B238
33844 King Road
Abbotsford, BC V2S 7M8

Telephone: (604) 854-4507

Fax: (604) 870-5627

Email: [coop\(at\)ufv.ca](mailto:coop(at)ufv.ca)

Office hours: Monday-Friday, 9:30 - 16:30

Bao-Van Hill, B.A., PID

Co-operative Education Co-ordinator: Arts, Business, and Library and Information Technology

Telephone: 604-864-4634

Email: baovan.hill@ufv.ca

Susan Francis, MA (Mon-Wed) (job share)

Vanessa Krahn, B.Sc. (Thurs-Fri) (job share)

Co-operative Education Co-ordinators: Sciences and Computer Information Systems

Telephone: 604-851-6320

Email: susan.francis@ufv.ca or vanessa.krahn@ufv.ca

Sherry Rempel

Acting Co-operative Education Program Assistant

Telephone: 604-854-4507

Email: sherry.rempel@ufv.ca

Please report broken links to coop@ufv.ca.



8. LEGAL DISCLAIMER

This webpage contains within-page links as well as external links. Within-page links connect to various sections within the same document and ensure that the information presented here is consistent and complete as far as the co-op process is concerned. External links are labelled 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.



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