

POLICIES & PROCEDURES FOR CO-OP STUDENTS

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This policy is currently under review. In the interim, information on policies and procedures for co-op students can be obtained from the Co-op & Career Services Department, 2nd floor, Main Campus.

Consistent with the College Mission to provide "...relevant, accessible, value added programs and services ..." and the College priorities of 1.0 Academic Excellence and 2.0 Student Success, Lambton College academic programs may include a co-operative learning component. Co-operative education provides students with the opportunity to apply classroom learning to the workplace, undertake career sampling and gain valuable work experience that will assist students to find permanent employment after graduation.

Co-operative education experiences may be delivered through parallel or alternating co-op models. In the alternating co-op model, program terms are identified as either an academic or a co-op term. When enrolled in the program, the student is either enrolled in courses during an academic term or employed in the co-op term. In the parallel co-op model, the student attends classes and participates in a work experience concurrently during the same term.

The Co-operative Education and Career Services Department (Co-op Department) oversees the development and delivery, in conjunction with the relevant academic departments, of the co-op experiences. It develops relationships and builds bridges with potential employers in an effort to identify and develop co-op opportunities. To facilitate the co-op process for the students, the Co-op Department will provide assistance and support to students during their job search and application process. Ultimately, however, securing a co-op position is the responsibility of the student.

Policy

1. Securing co-op employment is the responsibility of the student.
2. Co-op employment is not guaranteed in any program.

3. Co-op should occur between or during academic terms and should not occur at the completion of the student's academic course load or after graduation.
4. A co-op position should be paid employment. In exceptional cases, a volunteer co-op position may be approved.
5. Consultants will not select employees or make recommendations to employers.
6. Employers set their own selection criteria for hiring.
7. A Co-op fee will be assessed on all students enrolled in a program with a co-op component. The Co-op fee will be established annually for each co-op program. The fee will be levied on each academic term in the program. The fee is non-refundable and non transferable.
8. During the work term, a co-op consultant will monitor the student's progress. A variety of communications and methods, e.g. site visits, email or telephone communication, will be used as appropriate.
9. Each employer is requested to complete a copy of the final Co-op work term evaluation, discuss it with the student and provide a copy to the student. The student is expected to encourage the employer to complete fully this process.
10. A grade of Credit – CR -- will be granted for a successfully completed co-op work term. An unsuccessful co-op work term will result in a grade of F. The grade will be recorded on the student's transcript.
11. Students who obtain a position on their own are required to complete a "Co-op Work Term Agreement" form within 7 days of job acceptance. The Co-op Department will then approve or deny status as a co-op position and eligibility for co-op credit.

Student Responsibilities

1. The co-op student is expected to abide by all conditions of employment as set down by the employer.
2. The co-op student is expected to assume his/her share of responsibility for the success of the co-op program.
3. Students, when on a co-op work term, are subject to and expected to behave in a manner consistent with the Lambton College Student Rights, Responsibility and Discipline policy.

4. The student is required to:
 - a. Interview only when sincerely interested in a position with an employer.
 - b. Accept or reject any invitations for interviews within 24 hours.
 - c. Prepare for the interview by researching the employer.
 - d. Provide honest and accurate information to employers.
 - e. Notify the Co-op Department 24 hours in advance if an interview is to be cancelled.
 - f. Discuss offers with Co-op Department personnel and/or employers to verify the terms of the work term agreement in advance of job acceptance.
 - g. Confirm acceptance in writing, by completing the Co-op Work Term Acceptance Form with the Co-op Department and/or employer within 24 hours of the offer. A verbal acceptance is considered a binding contract.
 - h. Accept only one job offer for a co-op position in a particular term.
 - i. Recognize and honour that the confirmation of job acceptance withdraws the student from the recruitment process and makes him ineligible for further interviews, etc.
 - j. Recognize and honour the acceptance of the offer as a contractual agreement with the employer.
 - k. Recognize and honour contract dates and complete them as agreed.
 - l. Complete the terms of the work agreement. Failure to do so will result in a grade of F.
 - m. Complete all components of the Work Term Report in order to complete successfully the co-op work term.

Eligibility Criteria for Co-op

1. In order to be in good standing for a co-op work term the student must meet the following eligibility criteria.
 - a. Have at least a passing grade in all program courses in semesters prior to the determination of eligibility;
 - b. Be enrolled in, or have successfully completed, all program courses in the current semester at the time of application for the co-op positions;
 - c. Have a program cumulative grade point average of 2.0 or above at the end of the semester prior to the determination of eligibility.
 - d. Have successfully completed any previous co-op work term i.e. has not received an F grade on a co-op work term.
2. Specific eligibility requirements exist for CPET Online students. See Appendix A.

3. A student's eligibility is determined by the Co-op & Career Consultant, based on the above criteria, at the beginning of the semester prior to the semester in which the co-op work term occurs.
4. At the beginning of the co-op term, eligibility status is reviewed for those students who were previously deemed eligible and are still seeking co-op employment, and those students who were deemed eligible and have a position for which the terms of employment include continued eligibility good standing.
5. Students may submit a written appeal requesting the Co-op and Career Consultant to re-evaluate their co-op eligibility at any time after the initial assessment.
6. In order to be considered for a co-op position, a student must
 - a. be registered on the student co-op information system (i.e. Place Pro)
 - b. have updated the job search preferences accurately
7. If the above preferences are not current, the student will be considered as not seeking a co-op position, and will receive no communications from the Co-op consultant.

Conditional Students

1. Students who do not meet the above eligibility criteria for being in good standing for a co-op work term are considered conditional students.
2. The Co-op Department will not forward the résumés of conditional students to employers.
3. The conditional student cannot utilize the co-op information system for applying to co-op positions
4. Conditional students are encouraged to use all other services available through Co-op and Career Services, and are encouraged to secure positions on their own.
5. Conditional students who secure a position on their own must proceed per policy statement 11 in order to have the position approved for co-op recognition. If the position is recognized as a co-op position, then all of the policies concerning a co-op position e.g. awarding of a grade, are applicable.
6. In exceptional or unusual circumstances, the co-op consultant, in discussion with the program coordinator, may approve a conditional student for full co-op participation.

Co-op Application Procedures

Job Postings and Application Process

1. Positions will be advertised on-line through the co-op information system (i.e. Place Pro).
2. An updated resume must be uploaded to the co-op information system
3. Students should apply on-line to each job unless otherwise stated in the posting.
4. Posted jobs indicate a deadline date for submission of applications. At the deadline date the Co-op Department forwards the eligible applications to the employer. Employers may ask applicants to apply directly.
5. Applications will not be accepted after the deadline date.
6. The employer screens the applications and determines the students to be interviewed.

Interviewing for Job Postings

1. Upon receiving from the employer the names of students to be interviewed, the Co-op Department will contact the candidates by e-mail.
2. The student will confirm this interview with the Co-op Department. The exception would be if an employer chooses to setup interviews on its own.
3. Once a student has been offered and accepts a co-op position, he/she is withdrawn from the recruitment process.

Appendix A

Co-op Policies and Procedures for CPET Online

The Online CPET program presents different challenges for entering the co-op field. Students will be working at their own pace in the program, and thus may become ready for a co-op work term at any time of the year. As a result, there is no regular, scheduled time for the co-op experience for online students. Rather, when they become eligible, the online students may participate in the co-op work term scheduled for the regular CPET program.

Eligibility for Co-op 1

1. A student applying for the first co-op work term must have successfully completed all courses listed for Academic Term 1 and Academic Term 2, and be currently registered in the courses that will complete Academic Term 3 during the term in which he/she applies for co-op eligibility.
2. The student may be eligible for either the January co-op term (fall application) or the May co-op term (winter application).
3. The student must have a cumulative program GPA of 2.0 or greater for the courses constituting the (traditional) academic terms preceding the (traditional) term in which application is made.
4. Students meeting the above criteria must initiate a meeting with the Co-op and Career Consultant by day 10 of the semester preceding their co-op in order to confirm eligibility and to enrol in the co-op recruitment.

Eligibility for Co-op 2

1. Candidates must have successfully completed all courses in Academic terms 1 through 4, and be currently registered in the courses that will complete Academic Term 5 prior to entering the co-op work term.
2. The student may be eligible for either the January co-op term (fall application) or the May co-op term (winter application).
3. The student must have a cumulative program GPA of 2.0 or greater for the courses constituting the (traditional) academic terms preceding the (traditional) term in which application is made.

4. Students meeting the above criteria must initiate a meeting with the Co-op and Career Consultant by day 10 of the semester preceding their co-op in order to confirm eligibility and to enrol in the co-op recruitment.