

Co-op Works 2010



Co-operative Education

Student Handbook

September 2010

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Definition of Co-operative Education

Co-operative Education is defined as a program that formally integrates a student's academic studies with paid work experience in approved Co-operative employer organizations. The usual Co-op model followed is for students to alternate periods of paid work experience and academic study in appropriate fields of business, industry, government, social services and the professions.

The following Co-op Guidelines and Student Responsibilities are in place to benefit our students and to ensure efficient and effective use of the Co-op services. It is essential that students follow these procedures in order to meet their Co-op graduation requirements. Canadore College cannot guarantee suitable co-op employment although every attempt will be made to assist students in the job search process.

Students are required to become familiar with these guidelines and to keep them as reference. Your success and smooth transition through your Co-op experience will be enhanced and guided by the information included in the handbook.

In order to meet graduation requirements students must meet all academic criteria established by their academic departments, plus successfully complete the required number of work terms as indicated in the Co-op program.

Canadore College is a member of the Canadian Association of Co-Operative Education (CAFCE) and Education at Work Ontario (EWO) and abides by its definition and code of ethics.

Here is a list of key Co-op criteria:

- ✓ Students must registered as Full-time
- ✓ Students apply to and compete for Co-op jobs with the employer making the final employment selection.
- ✓ Each Co-op work situation is approved by Canadore College's Co-operative Education as an appropriate learning situation.
- ✓ The student will receive remuneration for the work performed.
- ✓ The Co-operative Education student is engaged in productive work rather than merely observing it.
- ✓ Canadore College will monitor the student's progress on the job.
- ✓ The Co-op student's performance on the job is supervised and evaluated by their employer.
- ✓ The total Co-operative work experience is normally 30% percent of the time spent in academic study and in no circumstances less than thirty percent.

Co-op Work Term Eligibility

Work term eligibility is normally based upon the academic standing of students one semester prior to the work term.

In order to remain enrolled in the Co-op program, students are required to maintain established minimum GPA academic standards and course requirements. The Co-op student must have a Program Cumulative GPA of 3.0 or greater, as calculated by the academic department. Achievement of this minimum does not guarantee continuance in the Co-op Program.

Co-op Recognition

The College officially recognizes completion of Co-operative Education and graduation requirements by issuing a Co-operative Education endorsed document.

Student Co-operative Education Contract

All Co-operative Education students must read and agree to the Co-op Guidelines and Procedures as well as the terms and conditions of Co-operative Education and submit their Student Co-op Contract to their Co-op Advisor in order to participate in a Co-op work term. This contract outlines the responsibilities of a Co-op student and eligibility for Co-op services.

Transfer between Co-op and Non-Co-op Programs

Students that have transferred into a Co-op program may formally apply to transfer back into the non-Co-op program through the Registrar's Office following consultation with the Program Co-ordinator. Acceptance into the non-Co-op program is dependent on availability of space. The student will not be eligible to apply for the Co-op program at a later date.

Please note that switching from a Co-op Program to a non-Co-op program (or vice versa) may impact funding from OSAP or other sponsors. Consult with the Financial Aid office or your sponsor before deciding to change programs.

Personal Information

Co-op student's are required to inform the Co-op Advisor of any changes in personal information, such as name, address, telephone number and email. Students are required to use their college email account for all communication throughout the duration of their program. This includes academic and work term semesters. No other email accounts will be used by the College for contacting students.

Rights and Responsibilities

Canadore endeavours to provide students with an environment that is conducive to academic skills development, personal development, and individual self-discipline. Enrolment at Canadore also requires each student to accept and conform to the rules and regulations that support this environment. Behaviour deemed unethical will be documented and appropriate action taken in accordance with the Canadore “Creating a Respectful Student Community” and the Student Code of Conduct.

Prior Learning Assessment and Recognition **(PLAR) (Credit for Previous Related Work Experience)**

Adults with significant life and work experience may receive credits toward a college certificate or diploma program through an assessment process. PLAR challenges for work terms are handled through a portfolio method only. PLAR is not an option for the Co-op Preparation and Career Planning courses. For more information, please refer to PLAR sections of the Canadore College Academic Calendar.

Co-op Employment Guidelines

Co-op Job Postings

Co-op jobs are posted on Canadore’s iLearn student portal, outside the Co-op Advisors office and regularly communicated via email. It is the student’s responsibility to review job postings on a regular basis. Students interested in applying for jobs will follow all instructions and submit applications as per the job posting instructions.

If you graduated from a Northern Ontario High School, inform your Co-op Advisor and your employer that you may qualify for a Northern Ontario Heritage Foundation Corporation grant of 50% of your wage. Your Co-op Advisor can provide you with more information on this initiative.

Professionalism

Students involved in the Co-operative Education Program represent Canadore College and must conduct themselves in a professional manner. A positive attitude will help maximize the learning opportunity and overall Co-op experience.

By accepting the employer’s offer of employment, students are agreeing to abide by all of the rules, regulations and policies of these employers.

Personal Job Search

All students are required to use their job search skills to proactively secure Co-op employment. An approved Co-op position must provide work in the student’s field of study and comply with the requirements of Co-operative Education. Should a student secure a work term on his/her own, the completed Learning Agreement must be approved by the Co-op Advisor prior to the start of the work term. Learning Agreement forms can be obtained

through the Co-op Advisor. Failure to submit a Learning Agreement form may result in a failed work term, regardless of the hours worked.

Please be aware that if the prospective Co-op employer is applying for the Northern Ontario Heritage Fund Corporation Co-op Wage Subsidy, make sure that the job description meets with the NOHFC Co-op job guidelines and timeframes. Please see the Co-op Advisor for more details on the Co-op Wage Subsidy.

Canadore College cannot guarantee suitable co-op employment although every attempt will be made to assist students in the job search process. The Co-op Advisor develops and posts Co-op employment opportunities and students are required to apply to and compete for these postings. The employer makes the final employment selection. The majority of Co-op students are successfully employed; however, securing Co-op employment is directly related to, among other factors, the motivation of individual students and therefore, cannot be guaranteed.

Out of town Co-op Opportunities

Students are expected to consider out-of-town opportunities with the possibility of re-location or commuting to increase their employment prospects. The Co-op Advisor develops relationships with employers and organizations locally, as well as, in numerous communities throughout Ontario and across Canada. These employers expect that Canadore College students will apply to and accept the Co-op opportunities that are advertised. Also, Co-op students will be expected to conduct research into various communities in order to learn more about valuable opportunities that exist outside of their home or school community.

Co-op Entrepreneurial Work Term

Students requesting approval for self-employment for their work term must meet with their Co-op Advisor at least two months before the first scheduled day of the work term in question to discuss this possibility. If deemed appropriate, students are required to complete an Entrepreneurial Work Term Form and submit a formal (word-processed) business plan including a description of the business, marketing, competition, operating procedures, personnel, business insurance and financial data to the Co-op Advisor for approval prior to the start of the work. The business plan should include a process for work term evaluation such as documentation of customer feedback.

Co-op Job Offers / Work Term Agreements

1. Co-op student's are required to inform the Co-op Advisor of all job offers received. Acceptance of any offer must be confirmed with both the employer and the Co-op Advisor within two days of the job offer. Upon acceptance, students must complete and submit the Learning Agreement form and forward it to the Co-op Advisor. Students who have concerns about their offer of employment must contact their Co-op Advisor immediately.

Failure to submit a Learning Agreement form may result in a failed work term regardless of the number of hours worked.

2. Once a job offer is accepted, students are committed to that job and no subsequent applications, interviews or offers may be accepted for the work term. Consequences of violating this policy will include withdrawal of Co-op services or loss of the work term credit.

3. If a student rejects a firm job offer for no significant reason, he/she will no longer be eligible to apply for job postings that are generated by the Co-op Advisor. This action can seriously jeopardize the credibility of Canadore College and the student.

Wages

Wage rates are negotiated between students and the Co-op employer at the time of the job offer. Students are expected to be flexible concerning Co-op wages and should approach the work term as a learning and growth experience, not solely as an opportunity for financial gain.

Length of the Co-op Work Term

Each work term must be a full-time opportunity (minimum of 35 hours per week). For most Co-op programs, the minimum number of hours per work term is 420, including 12 consecutive weeks of employment. Students are not permitted to use hours worked in one Co-op work term towards fulfilling the hours' requirement of another work term. Each Co-op work term must fulfill the hours' requirement independent of other work terms.

It is expected that students will be employed for the full duration of the work term as specified on the Learning Agreement form. Should a student fulfill the hours' requirement prior to the established end date of the work term, the student is still required to work up to the end date. Early departure from a Co-op work term could result in a failing grade for the Co-op term. It is important to contact your Co-op Advisor to discuss this issue.

Termination of Co-op Employment

Co-op student's who are fired from their place of employment during the work term must inform their Co-op Advisor immediately. A failing grade may result, as each case is dealt with separately. Additionally, students who quit their work term, regardless of the reason, without first consulting their Co-op Advisor, will receive a failing grade. Any work term concerns must be communicated to the Co-op Advisor immediately.

Vacation

Co-op student's are not entitled to vacation and are expected to complete the required number of weeks and hours as stated on the Learning Agreement. In special circumstances, students requiring time off must secure the approval from their employer in advance of the work term start date and advise the Co-op Advisor.

Transportation & Accommodation

It will be the Co-op student's responsibility to arrange for transportation to and from the job. Living accommodations are the student's responsibility.

Working with a Relative

In order to avoid a conflict of interest, Co-op student's are not encouraged to complete a work term in a business owned and/or operated by a relative. However, each situation of this type must be discussed and approved by your Co-op Advisor.

Working Out of the Country

Additional documentation is required. The Co-op Advisor can provide further information and must approve the work term prior to the start date of employment.

Company Rules and Regulations

Co-op student's should expect to be treated at work as other employees and to comply with all employers' rules and regulations, neither expecting nor requesting special privileges. It is expected that students will conduct themselves professionally at all times and be respectful of supervisors and coworkers. Sick days and lateness are to be reported to the employer. Credit for the work term will depend upon and, in part be subject to, the employer's evaluation.

Employer Confidentiality

Co-op student's must be aware of company policies and practices regarding confidentiality, and as employees, are expected to comply with their employer's policies. In accepting a Co-op position, students agree that the information, data and research materials collected and prepared while an employee are the property of the "company". Written authorization by the employer is required for the release of any information. Students must consult with their Co-op employer on the proprietary nature of any information used in their Work Term Reporting.

Medical Restrictions

If students have an injury or disability that might interfere with their ability to handle specific tasks or demands of the work term, they are instructed to contact their Co-op Advisor. This will help the Co-op Advisor to assist students to complete work terms successfully.

Workplace Safety Insurance Board (WSIB)

Paid Work Term: In most cases, the employer is responsible for WSIB insurance coverage. There are exceptions and students are advised to speak to their Co-op Advisor and review the WSIB website (www.wsib.on.ca). Where the employer is not legally required to

provide WSIB coverage, it is recommended that students arrange alternate insurance prior to beginning the work term.

Entrepreneurial Work Term: WSIB insurance coverage is the student's responsibility.

Out of Province or International Work Term: If considering an out of province or international work term, please contact your Co-op Advisor.

Returning to the same Employer

Co-op student's may return to the same employer for a second or third work term with the approval of the Co-op Advisor. In this case, it is expected that the student will complete their Co-op work term in a different position and/or have increased the amount of responsibility. The Co-op Job must be approved by the Co-op Advisor.

Strikes/Lay-offs/Closures

In the event of a work stoppage for any reason, such as a plant closure, layoff or strike, Co-op students are expected to immediately contact their Co-op Advisor. The decision to respect or cross a picket line rests with the student.

Liability

Canadore and its employees shall not be held liable or responsible in any way for losses or damages incurred due to a student's participation in Co-op employment.

Respectful College Community Procedure

Canadore College advocates the Human Rights Code by providing a learning and work environment that promotes positive attitudes, values, behaviours and practices among its students, staff, governing bodies and community.

For additional information, please refer to Canadore College's Respectful College Community Procedures on the Canadore website or with our Human Resource Department.

Co-op Work Term Monitoring

Co-op student's will be contacted at least once each work term at their place of employment. Additionally, the employer will be contacted in order to provide evaluative feedback about the Co-op student. This contact may take the form of telephone, email, online survey or site visit. Students are required to immediately contact their Co-op Advisor with any concerns while on a Co-op work term.

Co-op Credit

The assigned faculty and Co-op employer evaluate the student's work term. Co-op student's must complete required hours, work term reporting assignments, submit their final employer evaluation and receive a satisfactory performance review, by the established deadline date, in order to be considered for credit for a work term. Failure to meet these requirements will result in a failed work term.

Access and Retention of Evaluation Documents

Evaluation documents include but are not limited to employer contact records, employers' evaluations of Co-operative Education students, resumes, job search records work term reporting documents and course assignments. Upon request, students are permitted to view and discuss with the Co-op Advisor any evaluation documents in their file. Once submitted to the College, all evaluation documents become the property of the College. (Students are expected to keep a copy of all documents submitted to the College.) Academic records are retained in a confidential manner for at least one semester following the last date of use of the information.

On-Going Services Provided to Co-op Students by Co-operative Education

The Co-op Advisor is available to assist and support all Co-op students. Students are requested to contact the Co-op Advisor should any concerns arise during their job search or while out on a work term. Students are required to use their college email account for all communication throughout the duration of their program. This includes academic and work term semesters. No other email accounts will be used by the Co-op Advisor.

Canadore College assists in the continuous development of Co-op employment opportunities for students within business, industry and government agencies.

These Co-op services include:

1. One-on-one student assistance with effective job search tools.
2. Assistance with student application process; including posting job openings, arranging interviews and facilitating offers of Co-op employment.
3. Assistance with resumes and cover letters.
4. Assistance with interview techniques for work term recruitment.
5. Networking of Co-op programs related to industries through various media, mail, telephone and personal visits.
6. Assessment of the suitability of work term employment.
7. Mediation between employers and Co-op students.
8. Individual advising, performance evaluation and employment support.
9. Maintenance of student and employer files and databases.
10. Facilitating and hosting on-campus employer information sessions.

Summary of Student Responsibilities

Canadore College Co-op students are expected to:

1. Actively conduct an independent and timely Co-op job search outside of the efforts of the Co-op Advisor.
2. Maintain a log of potential employers contacted.
3. Maintain regular contact with Co-op Advisor.
4. Students who fail to report or quit an accepted Co-op work term may receive a failing grade for the work term and/or will be recommended for removal from the Co-op program.
5. Advise their employer and/or Co-op Advisor of any concerns or problems with their work assignments or environment as soon as the issue arises.
6. Work on enhancing their academic, professional and personal skills.
7. Conform to all of the conditions and rules that apply to employees in the organization/program.
8. Exercise ethical workplace conduct.
9. Participate in work-site visits.
10. Complete the end of term workplace report.

Please note:

The College cannot guarantee suitable co-op employment although every attempt will be made to assist students in the job search process. Students are expected to conduct a personal job search independent of the support provided by the Co-op Advisor.

Co-op Employer Network

Below are some of most recent employers who have partnered with Canadore College Co-operative Education.

- MTO – Fleet Services - North Bay
- Atlas Copco - North Bay
- Nipissing Parry Sound Children’s Aid Society - North Bay
- MTO - Financial Control - North Bay
- Knox Insurance-North Bay
- JS Redpath- North Bay
- North Bay Hydro
- Town of Saugeen Shores
- Lady Dunn General Hospital-Wawa
- Wawa EDC
- Municipality of Callander
- Lasertech- Campbellcroft
- RFP Consulting- Barrie
- Howard Printing- Corbeil
- Lovegrove Construction - Huntsville
- Neddy’s Hyundai- North Bay
- The Beer Store - Midland
- Mappins - Northgate Square- North Bay
- MTI – North Bay
- Huron Perth Children’s Aid Society - Stratford
- City of North Bay
- Cementation - North Bay
- Wipware - North Bay
- Municipality of Powassan
- Nipissing University- Finance Depart. - North Bay
- Big Brothers Big Sisters of Stratford & District
- Canadore College- Finance Depart.- North Bay
- Canadore College – Student Campus Life –North Bay
- Staples - North Bay
- PGI Fabrene- North Bay
- BDO - North Bay
- Susan’s Bookkeeping - North Bay
- Neddy’s Hyundai
- Mammoet Crane Inc. - North Bay
- Laporte’s Nursery– North Bay
- Collins Barrow-North Bay
- Nipissing Parry Sound Student Transportation Services - North Bay
- Churchill’s Prime Rib House-North Bay
- Creative Learning- North Bay
- Grant Thornton LLP - North Bay

And the list continues to grow.