

2018-19
**CO-OPERATIVE
EDUCATION:
STUDENT HANDBOOK**



Co-op, Career Services, Experiential Learning SH206

Algoma University

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Dear Student,

I would like to welcome you to the Co-operative Education Program at Algoma University; it is a program based on a three-way partnership between Algoma University, co-op employers, and you—the co-op student!

Co-operative education provides you with an opportunity to explore various careers in a variety of work environments, providing you with insight into the skills and attitude necessary for success in the workplace.

Your co-operative education work placements will enable you to develop a network of contacts in the workplace which can prove invaluable upon graduation, while the co-operative education career skills course will provide you with job search strategies and interview experience.

This handbook serves as a reference to compliment your mandatory Career Skills course (COOP 0101). Please read this handbook in its entirety and contact me if you have any questions or concerns. Please note that the Algoma U Academic Calendar supersedes all information found in this manual.

Once again, welcome to the Co-operative Education Program. I look forward to assisting you in your career development.

Sincerely,

Cindi

Cindi Elgie
Coordinator, Co-op, Career Services and Experiential Learning
coop@algonau.ca
Algoma University, Room SH 206
www.algonau.ca/coop

Introduction

Co-operative education is an optional program, providing students with an academic experience integrated with *paid* employment experience. To obtain the Co-operative Education Certificate at convocation co-op students must complete COOP 0101 and three work term placements.

All co-op placements must:

1. provide a meaningful and productive work experience;
2. provide paid work experience
3. be monitored by the Algoma University Co-op Department;
4. provide directed, supervised, and evaluated work experience by the employer;
5. integrate students into the workplace environment in a fashion similar to that of other employees;
6. be of significant duration – the minimum term of employment for an eligible position is ten weeks, but 16 weeks is the typical work placement length;
7. be based on a 35-40 hour work week; and
8. meet the accreditation guidelines established by the Canadian Association for Co-operative Education (CAFCE)

Co-op Department: Contact Information

The Co-op Department is located in room SH 206. Cindi Elgie, Coordinator, Co-op and Career Services and Experiential Learning can be contacted at coop@algonau.ca or phone 949-2301 ext. 4214.

Why Choose Co-op?

There are many benefits to be gained through co-operative education:

- paid work experience
- meaningful work experience
- contact with potential employers
- develop competencies and improve skill-set

What is the role of the Coordinator, Co-op, Career Services and Experiential Learning?

The Coordinator, Co-op, Career Services and Experiential Learning acts as a liaison between employers and co-op students. The CCEL works closely with employers and students to

develop suitable placements, ensuring the objectives of the co-op program are met:

- Facilitates employer/student contact;
- Ensures fair and equitable treatment of students and employers through the process;
- Assists employers through all aspects of the co-op process;
- Monitors the placements, ensuring both the employers' and students' needs are being met;
- Discusses career goals with students and helps them develop these goals; and
- Instructs the mandatory career skills course (COOP 0101) for all co-op students

Please note: the CCEL cannot guarantee a co-op work term placement for any student.

Degree Programs Offering Co-op Opportunities

Algoma University's Co-operative Education Certificate is offered concurrently with all disciplines. However, traditionally most placements have been in the areas of computer science, information technology, business administration, and accounting. A growing field of interest is biology and various Bachelor of Arts programs. Work term placements are never guaranteed.

Even if you meet the co-op admission requirements, you are never guaranteed a work term placement.

Although the Co-op Office liaises with employers to generate work term postings, work term placements are always employer and market-driven; therefore, some semesters will have more positions than there are applicants and other semesters there will be more applicants than there are positions.

Admission to Co-operative Education Certificate Program

The Co-operative Education Certificate program is optional and requirements are in addition to the academic requirements for the student's degree program. Students may withdraw from the co-op program at any time and continue their studies in the usual manner without affecting their standing in their degree program.

To be eligible for a co-op work term placement, students must:

1. Maintain an overall average of 70%, including all course attempts
2. Successfully complete COOP 0101
3. Register as a full-time student (9-15 credits per term) in any two out of the last four consecutive academic terms
- 4. All international students must adhere to the requirements of their study permit and have a CO-OP Work Permit**
5. Complete 30 credits in a degree program at Algoma University (students transferring into

second year from another institution must complete at least 15 credits at Algoma University)

Note: In certain circumstances concurrent enrolment in COOP 0101 will be granted. This requires prior permission via the CCEL.

Academic Requirements

To graduate with the Co-operative Education Certificate, students must successfully complete their degree program, pass COOP 0101 and successfully complete three work term placements. An acceptable Work Term Reflection Report must be received for each work term to determine whether a student may continue on to subsequent placements. See list of co-op courses on next page.

Co-operative Education Certificate Courses

Students will be required to complete the following co-op courses to obtain the Co-operative Education Certificate:

- COOP 0101 (career skills course)
- COOP 0201 (first four-month work term placement)
- COOP 0202 (second four-month work term placement)
- COOP 0301 (third four-month work term placement)

Co-operative Education Fees

Co-op courses are charged at the rate for their credit weighting. The Introductory Career Skills course, COOP 0101, is counted as 1 “co-op credit” and is charged at a rate = to 1 credit Canadian Fees (approx. \$325.44 for 2018-19). Each work term placement (COOP 0201 – COOP0302) is also counted as 1 “co-op credit” and is charged at a rate = to 1 credit Canadian Fees (approx. \$325.44for 2018-19).

International students do not pay international fees for co-op credits. All co-op credits are based on the Canadian Fee Schedule found in the Academic Calendar.

Co-operative Education Graduation Requirements

In order to receive a certificate acknowledging completion of the Co-operative Education program upon graduation, students must complete three work terms (including three Work Term Reflection Reports). All work terms may not be at the same time during the academic year. To graduate from the Co-operative Education program you must identify yourself as a co-op student on your “Request for Graduation Form”.

Work Term Options

Students may pursue an 8-12 month work term placement rather than the traditional four-month work term placement at the discretion of the employer and the CCEL. An eight-month work term will be considered equivalent to two four-month work term placements and a twelve-month work term will be considered equivalent to three four-month work term placements. For registration purposes, students must enrol *each semester* in the necessary COOP course. For example if a student's first placement was an 8-month work term placement beginning in September, the student would enrol in COOP0201 for the fall term and COOP0202 for the winter term.

Calendar Regulations

The Academic Calendar of Algoma University contains the official regulations of the Co-operative Education Certificate program as approved by Senate, and updates to those rules may be made at any time and printed in the subsequent annual edition of the Calendar.

Every attempt has been made to make this manual consistent with the Academic Calendar; however, changes in regulations may not be reflected in immediate updates of the manual. If you are in doubt, please consult with the Co-op and Career Services Advisor. ***Content in the Academic Calendar overrides information proved in this manual.***

Please contact the financial aid office to determine how co-op may affect your OSAP funding. Email fao@algonau.ca or phone 949-2301 ext.4219

Work Term Cycle

Co-op students will alternate work and study terms, with the possibility of completing their first work term in the spring term of their first year of studies. Please note, enrolment in the co-op program does not guarantee a work term placement.

There are three work-term cycles, each coinciding with the academic term: September – December, January – April, and May – August.

Co-op students are encouraged to complete 12 months of co-op work placements during one calendar year. This helps to keep a student on track to graduate without missing required courses that may be on a “rolling roster” (that is not offered every semester or every year).

Students are advised to discuss their co-op placements with their academic advisor to ensure they are choosing their work terms at the best possible time.

Please note: students opting to complete the co-op program will normally delay graduation by one or two semesters in order to accommodate work placement terms.

Co-op Work Terms: What Is Required and How Am I Evaluated?

To graduate with a Co-operative Education Certificate, students must pass COOP0101 and successfully complete three work term placements in addition to completing a degree program. At the beginning of each work term you must submit the required paper work (ie. work term objectives, work contact information, and co-op offer letter) to the Co-op Office. Students must also register and pay tuition for the appropriate work term course code (ie. COOP0201). **You must contact coop@algonau.ca immediately once you are hired so that the Co-op Office can provide you with the necessary co-op paper work.** Mid-way through your work term placement, you will receive a site visit from the Co-op Office. This site visit allows the CCEL to speak directly with you and your supervisor to ensure that both of your expectations are being met and that the co-op term is going well.

At the end of each work term, you must submit a Work Term Reflection Report. Failing to submit an acceptable report may result in failure of your work term placement. If you receiving a failing grade on the Work Term Reflection Report, you will be given one opportunity to make the necessary changes to obtain a passing grade. Additionally, your co-op employer will be required to submit an evaluation form to provide feedback on your performance during their work term placement. Students will be assigned a "pass" or "fail" on their work term based on the site visit,

the work term reflection report, and the employer evaluation.

What is the Length of Each Work Term Placement(s)?

The exact start and end dates of each work term vary from term to term according to the employer's needs. For a variety of reasons, employers may be unable to hire a student for the full four-month (16-week) period. Following CWEIL guidelines, Algoma U's Co-operative Education Department may approve a work term placement if the position in question is at least 10 weeks of full-time work (usually defined as a 35- hour work week).

Can a Co-op Student Work for One Employer for More than One Work Term?

Students must commit to a minimum of two work term placements with each employer unless the employer requests only one work term assignment. Most work terms are four months in duration; however, students may work in up to three consecutive terms (total of 12 months). This follows much more closely with the internship programs being adopted by many employers.

Job Posting Information

All co-op positions are posted on the Student Portal under Job Opportunities.

Can I Find My Own Placement?

Yes. Often, students may have a place of employment in mind for completing a work term placement. Students may arrange their own co-op position with final approval of the Co-op and Career Services Advisor. You must get approval from the CCCEL PRIOR to beginning work in order to receive recognition for a co-op work term.

Students securing their own employment who wish to have it recognized as a co-op credit must register and pay tuition for the co-op work term. This fee is not a placement fee; rather, it is an administrative fee used to help off-set the administrative costs associated with running a co-

operative education program.

Students Returning to Previous Employers

The CCEL will attempt to obtain confirmation from employers regarding their intentions to re-hire students, and students will be advised accordingly. Students who have just completed the first work term with the employer are committed to return for a second term if requested by the employer. Each student must inform the Co-op Office by the end of the second month of the academic term whether he/she intends to return to the previous employer. Students who have indicated an intention to return will not be permitted to apply for other posted positions.

Students who have not submitted an acceptable Work Term Reflection Report from the previous term will not usually be permitted to commit to a return.

Students returning to a placement should sign the appropriate work term forms by the end of their current work term. These students may also be required to sign additional paper work/contracts given to them by their employer.

Applying for a Co-op Job Posting

When applying for a posted co-op position, you must submit your application (resume + cover letter) to:

Cindi Elgie
 Coordinator, Co-op, Career Services and Experiential Learning
 Algoma University, ROOM SH 206
 1520 Queen St. East
 Sault Ste. Marie, ON P6A 2G4
coop@algomau.ca

Submitting Applications

All applications are to be submitted through the Co-operative Education Office. DO NOT contact the employer directly unless advised to do so by the Co-op and Career Services

Advisor.

To apply for a position submit the following items to Co-operative Education Office before the posted deadline:

Cover letter

Résumé

Any other documents requested in the job posting (ie. transcripts)

Ensure that both the résumé and the cover letter are professional in appearance. Use originals produced on a high quality laser printer and use a good quality paper. Triple check your grammar and spelling (and have someone else review your documents as well)!

Résumés and cover letters judged unacceptable by the CCSA will not be forwarded to the employer. If you cannot be contacted in time to improve the items in question you will lose the opportunity to apply for the position.

The Selection Process

Once all applications (resume/cover letter) are submitted to the Co-op and Career Services Advisor, they will be screened to ensure the student meets eligibility requirements. All eligible and qualified applicants will have their resume and cover letter forwarded to the potential co-op employer. The employer will determine who receives an interview.

The Interview

An employer may contact you directly to arrange for an interview, or the employer may choose to have the Co-op and Career Services Advisor arrange this. You are expected to accept an interview for any position you apply for unless you have already accepted a co-op position from a different employer. Once you have accepted one job offer, it is unacceptable to accept other job offers/interviews.

Notifying Successful Candidates

An employer will contact the successful candidate and notify them of what steps must be taken to begin a co-op position with their company. Usually the employer will have you visit their organization to sign a contract. Please note: once you accept a job offer with a co-op employer, you must decline all further co-op interviews and/or job offers for that work term.

After the Hire

You must provide the Co-ordinator, Co-op, Career Services and Experiential Learning with the

following information within one week of accepting a co-op position: employer name, supervisor name, co-op position, wage, duration of co-op position (exact start and end dates), as well as complete contact info for the employer (address, email, phone). You must also submit your work term objectives.

The Coordinator, Co-op, Career Services and Experiential Learning will register you for your co-op work term placement.

See list below for appropriate work term codes.

COOP 0201: 1st Work Term

COOP 0202: 2nd Work Term

COOP 0301: 3rd Work Term

COOP 0302: 4th Work Term

Co-operative Education Fees

There are two fees associated with co-operative education: tuition fees for COOP 0101 and Work Term fees.

COOP 0101: Career Skills Course

The fee for COOP 0101 is equivalent to the cost of a one-credit academic course. Refund policy for withdrawals is the same as those for academic course withdrawals.

Work Term Fee

Each work term requires the payment of a work term fee. The fee for each work term is equivalent to the cost of a one-credit academic course. All work term placements are subject to this fee to cover administrative costs—no exceptions.

Registration for an Academic Course During a Work Term

During the work term, students are expected to concentrate on work not study. Students may enroll in one 3-credit course during the work term as long as the course is not scheduled during your scheduled working hours. Students must have permission from the Registrar to register for more than 3 credits concurrently with a work term placement.

Out of Town Placements

Students accepting positions away from home are responsible for their own transportation and expenses during the work term. Some employers will pay reasonable moving expenses, but you should not expect such reimbursement unless arranged in advance.

I encourage you to contact the housing office at the colleges or universities located in the city where you will be working. They often offer reasonably priced accommodation to co-op students. This prevents you from incurring costs associated with signing an apartment lease or furnishing an apartment.

Site Visits

The Co-op and Career Services Advisor is responsible for helping to ensure (1) the work term is a positive and educational experience for the student; and (2) the employer is obtaining the maximum benefit from hiring a co-op student.

Site visits are usually organized approximately five to seven weeks into each 16 week work term. The CCCEL will contact employers to organize a site visit approximately 4 weeks into the work term. *Returning employers may request e-mail contact in lieu of a formal site visit.*

A typical site visit could be arranged as follows:

- 15 minutes with the student to discuss learning objectives, work placement satisfaction, the work term report, and determine whether there are any work-related issues that need to be addressed with the employer (i.e. underutilization of the student, poor working conditions, need for additional guidance);
- 20 minutes with the co-op student's supervisor to discuss job responsibilities, establish relevance to program of study, and obtain confidential feedback on the student. At this time, you can also discuss the university's curriculum, the administration of the program, and the identification of any future possibilities for collaboration

What if I encounter a problem with my employer?

Should you have any concerns regarding a particular employer or encounter any unusual, unsafe, or uncomfortable circumstances (e.g. sexual harassment, discrimination, unsafe work environment, etc) please contact the CCEL immediately at 705.949.2301 ext.4214 or email coop@algomau.ca . Please see the "Student Rights" document in the appendix.

Work Term Reflection Report

Each co-op work term placement requires students to submit an original Work Term Reflection Report. Work Term Reflection Reports must be sent to coop@algonau.ca by the deadline provided.

Please note: some employers may require you to submit a specific report relating to your co-op position. It is important that you complete any reports that an employer requests of you; however, an employer-requested report will not constitute a Work Term Reflection Report.

The entire report should be approximately 5 pages in length. Students failing to submit an appropriate Work Term Reflection will not receive credit for their co-op work term. Please see the appendix for more details on this Work Term Reflection Report.

You cannot submit the same Work Term Reflection twice. Each work term requires an original Work Term Reflection. Submitting the same Work Term Reflection more than once constitutes academic dishonesty and will be treated as such.

Work Term Evaluations

Employers must complete a work term evaluation form for each co-op work term placement. Employers must reflect on how well a co-op student performed. Students will have the opportunity to review this evaluation form with their employer as well as provide their own feedback.

How am I graded?

To receive a passing grade on your work term a student must:

1. Have registered in the appropriate work term with the Registrar's Office;
2. Complete all paper work requested from co-op office (ie. work term objectives, employer info, salary info, etc.);
3. Complete a full work term (min. 10 weeks in duration) with the recommendation of a passing

mark from an employer; and

4. Submit an appropriate Work Term Reflection Paper

Failed Work Term

Under some circumstances a failure of a work term will be entered into your Co-op Record.

Failure of a work term usually means you will be required to withdraw from the co-op program.

Failure of a work term could result from, but is not limited to, any one of the following:

- failure to report to the employer
- leaving job before end of term without permission
- dismissal from employment with cause
- unsatisfactory performance evaluation
- failure to return to employer for second term if requested
- failure to submit acceptable Work Term Reflection Report
- failure to submit required documentation to co-op office
- failure to meet commitments to Co-operative Education

Consequences of a Failed Work Term

Under most circumstances, the failure of a work term will result in required withdrawal from the Co-operative Education Program. Students may be allowed to continue, at the discretion of the CCCEL and Registrar, but the failed work term will be included on the Co-operative Education Student Record, which is available to potential co-op employers.

Appeals

The failure of a work term is a serious consequence. The entry of “failed work term” on the Co-operative Education Student Record may be appealed through normal university appeal channels. As with appeals of academic course marks, students should attempt to resolve matters through discussion with the CCCEL before initiating appeals.

Student's Rights as an Employee

In general, co-op students are treated exactly like any other employee as far as legal requirements for work conditions are concerned. The following information is very brief and can only provide general guidelines. If you have further questions, you will have to contact the Co-op Office.

Medical Benefits

For most students, medical coverage will not change. If in doubt about additional coverage, particularly if you are over 21, consult your insurance policy (or your parents') for clarification or with AUSU for your student health plan.

Unemployment Insurance

You may work long enough to qualify for Employment Insurance benefits. Check with the local HRDC Canada Employment Office if you would like clarification on regulations.

Worker's Compensation

Like all other employees, you are covered by an employer's worker's compensation as soon as you begin employment. Contact the local Worker's Compensation Board for additional information. Worker's compensation covers only work related injuries.

Vacation Pay

Employers are not legally required to provide vacation pay to co-op students (with some exceptions) but most do add 4% to your salary in lieu of vacation time.

Any requests for time off work, either for medical or personal reasons, should be discussed with your supervisor well in advance.

Health and Safety Legislation

Ontario's Occupational Health and Safety Act requires that employers ensure a safe working environment. This includes providing and ensuring the use of any appropriate safety equipment. If you fail to wear safety equipment you are putting the employer in contravention of the law. Always comply with your employer's safety regulations and always inform the appropriate

person of any accident that may occur. Visit www.wsib.on.ca for detailed information.

Human Rights Code

Every employee is legally entitled to freedom from discrimination and sexual harassment. The Code prohibits discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offence, marital status, family status, or handicap. In addition, the Code prohibits any conduct, comment, gesture, or contact of a sexual nature that is likely to cause offence, humiliation or reasonably be perceived as placing conditions of a sexual nature on employment or opportunity. Your employer should make available to employees a written policy on sexual harassment.

If you feel you are being harassed, make it clear to the harasser that the behaviour is not welcome in a polite but firm manner. Contact the Co-op Office to discuss further actions you should consider taking. You may also contact the local Human Rights Office at (705) 942-8417.

Learning objectives are targets for performance, stated in such a way that you can determine your own success at achieving them. In a work environment learning objectives provide a way for you to set realistic targets for self-improvement. The result is that you gain skills and the employer is more satisfied with your performance.

Learning Objectives

Why Bother with Learning Objectives?

Focus for Better Learning

There are many things that you might learn on your work term, some of which are directly related to the job and some of which are more personal. Having to determine objectives forces you to decide what is really important to you, allowing you to focus your attention during the work term.

Motivational effects

Most people work better and gain more satisfaction from work when they feel like they are making progress. Properly constructed learning objectives, which include measures for determining progress, allow you to give yourself feedback on a regular basis.

Career Decision Making

One of the reasons co-op students frequently have difficulty setting objectives is that they do not really know where they want to go in their careers. One effect of setting an objective is often a gradual realization that it may or may not be important to your professional development. That knowledge helps you make better decisions about future objectives. Learning objectives help you take control over your own personal development.

How to Write Learning Objectives

Write them Down

Writing learning objectives forces you to state them clearly. Look at your objectives periodically to see if they are still relevant to you.

Keep them simple

Keep your objectives simple. Objectives that are impossible to reach are meaningless.

Keep the list small

You will do much better with a small list of meaningful objectives than with a huge list. Large numbers diminish the importance of individual items.

Make objectives reasonable and challenging

If you set a learning objective that is out of reach, there is no motivation to strive for it because you are doomed to failure. The trick is to find objectives that you can achieve if you really try hard.

State objectives in a positive fashion

Stating an objective makes you focus on it. Rather than focusing on weaknesses, emphasize the development of your strengths.

Choose objectives that can be measured precisely

After you state your objectives, make sure that you have a means of evaluating them. The measurement is your way of evaluating your performance.

Sample Work Term Objectives

Personal Objective:

1. To participate in some sort of fitness program; record progress in a daily planner at least 3 times/week.

Work Objective:

1. To be 15 minutes early for work each day; record number of late days per week in a daily

planner.

Work Term Reflection Report Guidelines¹

Introduction

All co-operative education students are required to submit a Work Term Reflection Report at the end of each co-op work term. This report must be polished and professional (typed, double spaced).

You must submit your work term report to coop@algonau.ca as an attachment by the deadline provided on your work term checklist. You may choose to provide a copy to your employer. Your supervisor will not mark this report; rather, the purpose is to provide an opportunity for dialogue between you and your employer.

Please note: some employers may require you to submit a specific report relating to your co-op position. It is important that you complete any reports that an employer requests of you; however, an employer-requested report will not constitute a Work Term Reflection Report.

The entire report should be approximately 1250-2000 words in length (5-8 pages). Students failing to submit an appropriate Work Term Reflection will not receive credit for their co-op work term.

Purpose of Work Term Reflection

- 1) Facilitates an understanding of the employer's organization and work environment.
- 2) Assists in the development of a student's communication skills.
- 3) Assists in developing learning objectives for subsequent work terms.
- 4) Allows a student to reflect upon what he or she has learned during the work term.

¹ Guidelines adapted by CAFCE's *Co-Operative Education Manual: A Guide to Planning and Implementing Co-*

Operative Education Programs in Post-Secondary Institutions. <https://www.cewilcanada.ca/>

Cover Page Format

Your Work Term Reflection must contain a cover page with the following information: student name, work term dates, name of employer, name of supervisor, co-op position title.

Required Content

Location: Summarize where your work term took place and describe how the department you worked for fits into the overall organization structure/goals.

Responsibilities: Describe your responsibilities during your work term placement. If this is your second or third placement, describe how these responsibilities have evolved/changed with each subsequent placement. Explain your role in the context of your department.

Skills and Knowledge: Describe the transferable skills and knowledge you acquired during your work term placement. Discuss how your knowledge and skill set evolved during your work term. Make connections regarding how the skills and knowledge you acquired can be applied toward your academic and future career goals.

Outcomes: Describe your work term achievements (what did you accomplish). Give specific examples of at least two accomplishments.

Work Term Objectives Assessment – evaluate your success at achieving the objectives you set for yourself during the first two weeks of the work term.

Career Goals: Describe your current career goals. Where do you want to be working after graduation? What type of work do you want to be doing?

SAMPLE: WORK TERM CHECKLIST

Once you have been offered employment with a co-op employer and signed a contract with that employer, you must proceed with the following checklist in order to officially be registered as a co-op student. It is important that you submit each item listed on the dates noted*. Please keep this checklist for your own records.

Step 1. Sign & date the Co-op Position Offer form & forward it to the Co-op Office

Due: Immediately

Completed? (when completed): Yes

Step 2. Register and pay tuition for your co-op work term via the Registrar's Office

Due: Immediately

Completed? (when completed): Yes

The work term fee is equivalent to tuition of a 3-credit course (Canadian fees)

Register for COOP0201 for your 1st placement; COOP0202 for your 2nd placement; and COOP0301 for your 3rd placement;

Step 3. Complete the Work Term Information document and forward it to the Co-op Office- indicating your work address, contact information and employment information.

Due: At the beginning of your placement

Completed? (when completed) Yes

Step 4. Complete the Work Term Objectives document and return to the Co-op Office – indicating your personal and work related goals.

Due: At the beginning of your placement

Completed? (when completed) Yes

Step 5. Set-up an appointment with the Financial Aid Office if you are in receipt of OSAP or other forms of financial assistance to determine how your work term may impact your financial status.

Completed? (when completed) Yes No (not applicable)

Step 6. Complete an original Work Term Reflection Report and submit to the Co-op Office —please see the Work Term Reflection Report Guidelines document for further details.

Due: End of the term; you will be given advance notice.

Completed? (when completed) Yes

**Failing to submit requested co-op paper work or registering/paying tuition for your work placement may result in a failing grade for your current co-op work term placement. It may also result in ineligibility for*

future co-op placements.

CO-OP POSITION OFFER: SAMPLE

Student Name:

Start and End-date of Co-op Position:

Co-op Position Title:

Co-Op Employer:

Congratulations _____ you have been offered the co-operative education position noted above.

If you wish to accept the position please sign and return this offer to the Co-op Education Office immediately. If you do not plan to accept this position, it is also imperative that you immediately inform the Co-op Office of your decision so that we can try to fill the vacancy with another eligible student.

Signing this offer simply indicates your agreement with the Co-operative Education Office to accept the job offered by the employer; it DOES NOT constitute registration. In order to officially register for the work term you must sign the attached "Academic Change Form" and submit it, along with your work term fee, to the Accounting Office.

Work term registrations received after the last date to register without penalty for academic courses, as published in the Algoma University Calendar, will be subject to an additional fee.

The first page of your work term package includes the important dates for submission of all necessary co-op documents. Please ensure that these items are submitted by the requested

Work Email: _____ Home Email: _____

Work Phone: _____ Ext.: _____

Start Date: _____ End Date: _____

COOP WORK TERM OBJECTIVES

STUDENT INFO

Student Name: _____ Employer Name: _____

COOP Work Term Code (check one)

COOP 0201 COOP 0202 COOP 0301 COOP 0302

Start Date: _____

Please list five work term objectives and the method you will use to determine whether you were successful at achieving these objectives. This exercise will assist you in writing your Work Term Reflection due at the end of your work term.

WORK TERM OBJECTIVES/GOALS	MEASURE OF EVALUATION
1. First Personal Goal:	
2. Second Personal Goal:	
3. First Work Related Goal:	
4. Second Work Related Goal:	
5: Third Work Related Goal:	

Student Signature: _____

Employer Signature (Optional): _____

Algoma

UNIVERSITY

QUESTIONS? CONTACT:

Tel: 705.949.2301, ext. 4214

Fax: 705.949.6583

Email: coop@algonau.ca/coop

www.algonau.ca/coop