

Policy History
<b>Policy No.</b> ST8
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> September 2007

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## Co-operative Work Terms Policy

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### Purpose

To establish the guidelines for co-operative work terms.

### Scope

All Kwantlen Polytechnic University students eligible for a co-operative work term.

### Principles

1. Kwantlen will develop Co-operative work term placements with employers to ensure that the positions contain a learning component as well as full time productive work.
2. A student may be permitted to work on a job of his/her finding if the position is assessed by the Co-op Co-ordinator and deemed to be suitable.
3. Since the availability of co-operative jobs will fluctuate according to the general employment situation, Kwantlen cannot guarantee that all students receive co-operative work placements. Kwantlen will make every reasonable effort to provide opportunities to all eligible students.
4. Kwantlen has no obligation to find another placement for a student who has been fired with cause from his work term placement.
5. In situations where a student has voluntarily left or is fired or dismissed from a work term, a No Credit Granted (NCG) designation will be assigned to the work term and will appear on the student's transcript.
6. The Co-op Co-ordinator makes the final decision on the placements.

### Procedures

1. Kwantlen will develop study-related work placements with employers in industry, business and government.

2. Kwantlen will arrange for employers' recruitment activities for co-operative work placements. This will include posting position descriptions, collecting resumes or applications and any requested documentation and scheduling of interviews.
3. Kwantlen will facilitate work placements by considering:
  - a. the employer's choice of student(s);
  - b. the student's preference of employers;
  - c. the learning potential of the position;
  - d. the location of the job.
4. Kwantlen will assess a work term placement found by a student on the same basis as those Kwantlen develops for the program.
5. Kwantlen may create an on-campus work term placement for students in certain situations such as high unemployment in industry; physical disabilities preventing a student from working at any of the positions currently available; and labour disputes at planned work sites.

## **RELATED POLICIES**

*FM4 Fees for a Co-Operative Work Term / Semester*

*ST9 Completion Time Limit for Co-Operative Education Programs*

*ST10 Student Eligibility for Co-Operative Work Term / Semester*