

# CO-OP STUDENT HANDBOOK

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The Co-op Student Handbook provides guidelines to all students participating in a Co-op option within their program. Participating Co-op students agree to abide by these guidelines. The guidelines contain definitions and procedures of Co-operative Education at Kwantlen Polytechnic University. Procedures are subject to change as Co-op at KPU evolves over time.

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## A. CO-OP PROGRAM OVERVIEW

### What is Co-op?

Co-operative Education formally integrates academic studies with full-time, paid work experiences in related positions with employers. Employers can be businesses, government agencies, not for profit organizations or community based associations. The name Co-op reflects the co-operative relationship between the employer, student, and Kwantlen Polytechnic University.

The Co-op advantage:

- Co-op students are able to plan their career paths more effectively as they test their learning, aptitudes and interests on the job.
- Personal growth and development are greatly enhanced through experience and working closely with Co-op Instructors from the beginning to the end of a student's time in Co-op.
- Co-op students are paid during a work semester to help defray tuition costs.
- Two to four semesters of work experience, helps students acquire key employability skills, work relevant to their studies and become more engaged in classroom learning.
- Many graduates find full-time employment with their Co-op employers.
- Co-op graduates' starting salaries tend to be higher than those for graduates from traditional programs without co-op.
- Employers recognize the Co-op designation as a highly valued academic achievement

### Co-op at KPU

Kwantlen's "Polytechnic" name accentuates applying academic learning in the work place. KPU's vision statement states: "We emphasize **applied** education within the context of broad-based undergraduate learning to prepare our students for successful and rewarding careers". KPU believes in applying academic learning, the basic premise of the Co-op educational model.

### Role of Co-op Instructors and the Co-op Department

The Co-op Department at KPU serves students, employers and the institution to provide the necessary support to ensure a seamless, effective and sustainable relationship between all partners.

Instructors act as a liaison between partners to:

establish appropriate work experiences with employers for students which offer a student the opportunity to apply their learning and explore a variety of careers in their field

deliver employability related curriculum to increase a student's probability of securing a work placement

assist students in identifying their core competencies and to set goals to achieve greater competence while on a work term

coordinate the co-op process for students, employers and the institution

work with each program's faculty and administration to communicate co-op student experiences, providing feedback for academic programs based on industry experience

# Co-op programs at Kwantlen Polytechnic University

## Business Co-ops

- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Entrepreneurial Leadership
- Bachelor of Business Administration in Human Resources Management
- Bachelor of Business Administration in Marketing Management
- Marketing Management Diploma
- Bachelor of Technology in Information Technology
- Computer Information Systems Diploma
- Post Baccalaureate Diploma in Human Resources Management

## Science and Arts Co-ops

- Bachelor of Arts in Community Criminal Justice
- Bachelor of Arts in Criminology
- Environmental Protection Technology Diploma
- Computer Aided Design and Drafting Diploma

## Co-operative Education Curriculum

Co-operative Education curriculum includes a one-credit pre-employment, on-campus course and up to four off-campus work term courses.

### COOP 1101 – Job Search Techniques

This course provides students with the current job search techniques to apply for work and succeed in securing a work term placement. In addition, COOP 1101 allows a student time to reflect on their present level of competence in skills and knowledge and then to consider where this can be applied in the workplace. COOP 1101 is a 1 credit course, typically 80 minutes once a week for 8 – 10 weeks. It is offered at the Richmond and Surrey campuses and sometimes the Langley campus depending on sufficient demand. Classes are offered in all three semesters.

### Work Term Courses (COOP 1150, 2150, 3150, 4150)

These work term courses provide students with the opportunity to formally integrate academic studies with full-time, paid work experiences in related positions with host employer organizations. During these work terms, students examine how their application of new skills affects their work and their relationships with others in the organization. They also assess their interests and attitudes in relation to their field of study. Students on a co-op work term are monitored by Co-op faculty and are required to complete various assignments during the work term.

A co-op work term consists of full-time, paid work experience, typically 35-40 hours per week for a 12-16 week duration with a minimum of 420 hours completed. Work terms can be four, eight or twelve months of full-time work (parallel (part-time) work terms may also be available). Each work term accounts for 9 additive credits. Additive credits do not replace any academic course requirement for the program degree or diploma in which a student is enrolled. The 9 credits applied allow a student to remain as a full time student. A student working parallel (part time) work terms (one work term spread over 2 semesters) will receive 4.5 additive credits for each of the two semesters.

## Requirements for receiving a “Co-operative Education” designation

Work terms occur during academic semesters, beginning in January, May and September each year. Once admitted into Co-op, students are expected to alternate work terms and academic semesters and be registered as a full-time student during academic semesters. To receive a “Co-operative Education” designation upon graduation, co-op students are required to successfully complete COOP 1101 and their work term courses. Co-op students complete two work terms for a diploma and three (fourth optional) work terms for a degree. Co-op options within programs end on an academic semester to allow a student time to reintegrate the learning they have had on the job with their academic learning. It is recommended that students discuss their co-op and academic plan with their Co-op Instructor.

## B. GENERAL CO-OPERATIVE EDUCATION REQUIREMENTS

### Declaration (Admission) Requirements

Co-operative Education is optional and selective. Students wishing to choose the Co-op option must "declare" a change of their program status to include a "Co-op Option". Once declared, students will be eligible to register in COOP 1101 and participate in work terms. In order to declare, students must meet the Declaration Requirements as stated below. To declare Co-op, students must complete a Co-op declaration by contacting the Co-op office.

Note: Seats for COOP 1101 are limited and available to students in a declared Co-op option on a first-come, first-served basis during the registration period.

#### Program Declaration (Admission) Requirements:

Bachelor of Business Administration in Accounting  
Bachelor of Business Administration in Entrepreneurial Leadership  
Bachelor of Business Administration in Human Resources Management  
Bachelor of Business Administration in Marketing Management  
Bachelor of Arts in Community Criminal Justice  
Bachelor of Arts in Criminology

Declaration into the major.  
Minimum GPA of 2.7  
Completion of COOP 1101 prior to completing 75 credits

Computer Information Systems Diploma\*  
Marketing Management Diploma\*

Declaration into the program (intended is also accepted)  
Good Academic Standing  
Completion of COOP 1101 prior to completing 30 credits

\*Students can apply to co-op if they are "intended" in one of the above two programs.

Bachelor of Technology in Information Technology

Declaration into the major.  
Good Academic Standing  
Completion of COOP 1101 prior to completing 75 credits

Post Baccalaureate Diploma in Human Resources Management

Declaration of the Co-op option upon admission into the program  
Minimum GPA of 2.7

Environmental Protection Technology Diploma

Participation in Co-operative Education is mandatory for all students in the EPT Program. As a result, Co-op admission is assured upon acceptance in the EPT Program.

Computer Aided Design and Drafting Diploma

Declaration into the major.  
Minimum GPA of 2.5  
Completion of COOP 1101 prior to completing 32 credits

## Continuance and Work Term Requirements

For students with a declared co-op option, ongoing requirements must be maintained in order to continue in the program. Specific Continuance Requirements are stated below. Failure to fulfill Co-op Continuance Requirements may result in the student being removed from the Co-op option of their program.

### Program Continuance Requirements:

Bachelor of Business Administration in Accounting  
Bachelor of Business Administration in Entrepreneurial Leadership  
Bachelor of Business Administration in Human Resources Management  
Bachelor of Business Administration in Marketing Management  
Bachelor of Arts in Community Criminal Justice  
Bachelor of Arts in Criminology

Completion of COOP 1101 prior to 75 credits  
Minimum GPA of 2.7  
Instructor permission

#### Computer Information Systems Diploma

Declaration into the Computer Information Systems diploma program  
Completion of COOP 1101 prior to 30 credits  
Minimum GPA of 2.5  
Instructor permission

#### Marketing Management Diploma

Completion of COOP 1101 prior to 30 credits  
Minimum GPA of 2.7  
Instructor permission

#### Bachelor of Technology in Information Technology

Completion of COOP 1101 prior to 75 credits  
Minimum GPA of 2.5  
Instructor permission

#### Post Baccalaureate Diploma in Human Resources Management

Completion of COOP 1101 prior to completing 15 credits  
Completion of COOP 1150 prior to completing HRMT 4500  
Minimum GPA of 2.7  
Instructor Permission

#### Environmental Protection Technology Diploma

Satisfactory standing and completion of first year program courses  
Successful completion of COOP 1101  
Permission of the Co-op Instructor

Please note that the Co-operative Education office attempts to secure relevant work-learning opportunities for all qualified co-op students, however employers follow normal hiring practices. As a result, KPU cannot guarantee that a student will be selected for a co-op work term.

## **Registration**

Registration for a Co-op work term must be completed prior to the start of a work term. Extension of a Co-op work term to subsequent semesters or returning for an additional work term with a previous Co-op employer requires registration in the appropriate work term course. The University reserves the right to register a student placed in a work term if the student fails to do so.

## **Completion Requirements**

Please note that for co-op options, you must complete your program on an academic term, not a work term. Also, credits for Co-op work term courses may only be used to satisfy graduation requirements for the Co-op option of the Diploma and Degree programs. These credits do not contribute to the overall required academic credits for non-Co-op programs.

## **Delaying a work term**

Students who have completed COOP 1101 cannot delay more than two consecutive semesters when eligible for seeking a work term. Students who delay more than two consecutive semesters may be removed from the Co-op option of their program.

## **Student Conduct**

Co-op students may be removed from the co-op option of their program if currently facing student misconduct issues as identified through the Office of Student Risk and Judicial Affairs.

## **Exit Requirements**

Students wishing to exit the Co-op option of their program must complete a Co-op Withdrawal Form. Students completing all the requirements of a Co-operative Education program will receive a Co-operative Education designation on their credential and transcript.

## **Transferability of Work Terms**

Work terms successfully completed (i.e., noted on transcript) in any approved BC post-secondary Co-op program shall be considered for transfer by the accepting institution using the regular transfer credit process. The acceptance of a student for transfer into another institution having a Co-op program does not guarantee acceptance into the Co-op program at that institution. An institution may still require that the transfer student complete additional work terms as part of his/her new program of study.

## **Co-op Fees and Tuition**

Tuition for Co-op courses is as follows:

COOP 1101 is a one credit course which requires the current one credit tuition amount plus applicable fees.

Co-op work terms are not assessed KSA fees and therefore students are not eligible for KSA benefits including Multipass and Health and Dental while solely on a work term.

Work term tuition is due once a job offer is accepted and the student is registered. Students are required to pay the tuition for each Co-op work term course in which he or she enrolls. The tuition for a Co-op work term course includes personal consultations, ongoing support and resources in addition to the course instruction. Students will be registered in 9 credits but will pay for 4.5 credits. If a student is participating in a parallel work term, he or she will be registered in 4.5 credits and pay for 2.25 credits per semester for two subsequent semesters.

If a student accepts an extension of a Co-op position originally posted by the Co-op office, beyond one semester or returns to a Co-op employer for a subsequent work term/s, the student will be required to register in that subsequent Co-op work term course and pay the Co-op course tuition.

The University reserves the right to register a student placed in a work term if the student fails to do so.

## **Email communication**

The KPU Co-op department utilizes the student's email account (email.kpu.ca) for all messaging. It is a Co-op student's responsibility to monitor Career Connection and his or her KPU email messages on a daily basis particularly during the work search semester. Emails from KPU Co-op will contain information on job postings, interview shortlists and schedules, deadline notices, meeting times, job offer notices, and other useful information. A response within 24 hours is expected from emails sent by KPU Co-op.

## **Registering for courses while applying for a work term**

As a Co-op work term is not guaranteed, students should consider all course options during the registration period each semester.

If your work term is secured, the maximum number of additional credits you are permitted to register in are 8.5 (in addition to your 9 credit work term credits). Questions regarding course load should be discussed with the student's Co-op Instructor and/or academic advisor. Taking courses while on a work term is not encouraged.

If you have not secured a work term prior to your registration date, you are not required register into a work term until instructed to do so. Should you register in classes for the next semester and subsequently be hired for a work term, you may drop your classes at the time of your work term registration. Instructions on how to drop classes for a work term will be sent once you have secured a work term.

## C. CO-OP JOB SEARCH PROCESS

### After COOP 1101

#### Intake meeting with Co-op Instructor

Following COOP 1101, the Co-op instructor will organize a meeting time to review the student's status in terms of employment areas of interest and to ensure the student has met all program requirements to begin to apply for a work term position. The Co-op instructor will also review the Co-operative Education Student Agreement (see Appendix 1) with the student.

#### Applying to Co-op jobs

Students will be granted permission to apply to co-op jobs and receive access to Career Connection (where job postings are found) after their intake meeting and receiving permission of their co-op instructor. In addition, students must agree to the term in the Co-operative Education Student Agreement, sign it and return it to their instructor before viewing jobs.

### Postings and the competition process

Co-op jobs will be posted on KPU's online job posting website, Career Connection (<https://kpu-csm.symplicity.com/students>). Career Connection posts both co-op and non co-op jobs for students. Only students admitted into the Co-op program can view and apply for Co-op jobs. Co-op jobs can be identified in Career Connection by the title of the job. All co-op jobs will note the semester and year, Faculty and title of the job. I.e. **FA12 BUS: Accounting Assistant**. Co-op jobs can be searched by selecting "yes" in the "Co-op job" search field.

Students are required to keep the Co-op job posting information, employer lists, contacts, passwords to Career Connection, etc., confidential, and are not to share this information with anyone outside the Co-op program.

### Job postings

The Co-op office will work to generate suitable employment postings for all students. Kwantlen however, does not and cannot guarantee all students will be successful in securing a Co-op work placement. The Co-op program will make every effort to assist students in obtaining suitable Co-op work term employment. Students are also encouraged to seek their own work term opportunities; see Section C.11.

Students are advised to view the Co-op job postings in Career Connection daily, as jobs are posted continuously throughout the semester. Application deadlines are noted within each job posting.

### Applying to Co-op jobs

Using Career Connection, students must submit an online application for each Co-op position they are interested in. Some jobs require special documentation such as transcripts, so the requirements for each position must be reviewed carefully. Students should download a copy of the jobs applied to from Career Connection to their computer's hard drive, as well as keep a copy of their application because the job will no longer be viewable after it closes. If a student is not contacted after submitting an application, the student may assume he or she was not invited for an interview. Students are encouraged to schedule an appointment with their Co-op Instructor for advice on how to prepare stronger applications if they are not called after several applications to postings.

### Minimum number of applications

Students are required to participate fully in the competition process and apply to a minimum of 25% of the postings **by the end of the third month of the semester**. If a student does not actively apply for job postings, students may be identified as inactive and be withdrawn from the program. If a student decides he or she can no longer participate in Co-op in a particular semester for any reason, the Co-op office must be contacted and the Co-op office will inform the student of the necessary steps to take.

## **Work permits and social insurance numbers for international students**

International students must obtain a Co-op work permit before beginning to work. Once enrolled in COOP 1101, you will be contacted to apply for the Co-op work permit. Students must have a valid student visa in order to obtain a Co-op work term permit.

International students will not be given access to Career Connection until they have applied for a work permit. Once students have secured a work term, all International students require a Social Insurance Number (SIN). A SIN is a nine digit number required to work in Canada. Students must have a current work permit to apply for a SIN.

## **Interviews**

### Employers selection

Once the employer has reviewed all applications, they will notify the Co-op office of the candidates they have selected for an interview. In some cases, an employer will contact a student directly. The student must notify the Co-op office immediately when this occurs.

### Contact by the Co-op office

Students will be contacted by the Co-op office using their email.kpu.ca email or they may be phoned. Students must confirm the interview time as soon as possible, absolutely no later than 24 hours after being contacted. It is very important for a student to have voice mail on his or her main telephone number and cellular phone. Employers will often contact the Co-op office to schedule interviews on very short notice, therefore a student's most current phone number must be noted in Career Connection. It is essential that students check their messages frequently.

### Interview times

Students will be contacted by the co-op office to schedule interview times based on availability provided by the employer. In some circumstances, the Co-op office may select interview times on a student's behalf. A student must notify the office immediately if any interview must be rescheduled. Rescheduling interview times is at the discretion of the employer.

### Attending the interview

Students must arrive at the interview location 10-15 minutes prior to the scheduled interview time. It is critical to be prepared. Students must bring their resume, cover letter, transcripts, a list of references and possibly examples of work/reports to assist in a successful interview.

Except for medical or compassionate reasons, students are expected to attend all interviews scheduled with an employer and follow interview guidelines as taught in COOP 1101. If it is not possible to attend an interview at the proposed time or place, a student must notify the Co-op office immediately. If a student is late to an interview due to an unforeseen incident, the student must contact the Co-op office and/or Co-op Instructor immediately. Failing to appear for an interview without adequate reason may result in withdrawal from the program.

## **Preparing for Interviews**

COOP 1101 prepares students well for Co-op interviews. Reviewing the Job Search Techniques manual refreshes what was learned. Employers expect students to research their organization prior to the interview. If the employer has previously hired a student, the KPU Co-op office collects a Co-op work term report from the student. This information may be available through a Co-op Instructor. In addition, Co-op Instructors may know more about the Co-op positions and the organizations that could be shared with the students upon request. Further preparation for an interview such as a mock interview may be available through your Co-op Instructor.

## Accepting a Co-op position

Once interviews are complete, the employer will notify the Co-op program of the name(s) of the successful candidate(s) typically within a week. The Co-op department will contact the student(s) with a job offer from the employer. Occasionally, an employer will contact a student directly. Should this situation occur, a student must contact the Co-op office immediately before accepting the job offer. Offers of employment must be accepted within 24 hours, or as approved by Co-op faculty. Students must accept the first job offer unless 2 job offers are received within 24 hours. Once a student accepts a confirmed job offer for a semester the student will no longer be eligible for other opportunities, applications and interviews.

### No access to further postings after job acceptance

Once a student has agreed to a job offer from an employer, students are committed to that employer, and not eligible for other positions. Students will no longer have access to Co-op postings through Career Connection for that semester. Students have a professional and ethical obligation to satisfy the requirements of their employment contract.

### Salaries

Co-op work terms are paid employment and reflect the organization's salary scale as well as the student's level of training and experience. Students must accept the salary offered by employers and should not attempt to negotiate it.

### Background checks

Some employers, such as the federal government, may make a conditional offer based on a background check or security clearance. The process for a background check or security clearance usually takes from two to six weeks. Students who accept conditional job offers should consult their Co-op Instructor and follow the guidelines regarding continuing their job search and course registration.

### Interview feedback

If a student does not receive an offer of employment, it is a good idea to contact his or her Co-op Instructor for feedback on resume and interview performance. Some employers will provide the Co-op instructor with information regarding the student's interview which can be shared.

### Work term extensions

Some employers may ask successful students to return for additional work term(s). Students must notify and discuss with their Co-op Instructor once they receive an offer of an extension with a Co-op employer before accepting it. Students should consider what is best for their career development in considering an extension. Extension of a Co-op work term to subsequent semesters or returning for an additional work term with a previous Co-op employer requires registration in the appropriate work term course. Students will be manually registered into the appropriate course should a student not follow the registration process in a timely manner. Tuition will then be due.

## Rejecting a job

Students are expected to accept a job that is offered after being interviewed. It is therefore vital to consider all aspects of a Co-op job opportunity **prior** to accepting an interview. A student should consider such things as pertinence to academic studies and career plans, as well as the variety of tasks in the position, transportation to location, etc. If after a student is interviewed he or she realizes that the position may not be the best fit, then it is critical to discuss the situation with his or her Co-op Instructor immediately before an offer is extended. Students who do not follow this practice may be withdrawn from the co-op program.

## Developing your own work term (a self-directed work search)

In addition to students participating in the job search process organized by KPU's Co-op department, some students may arrange their own work term placement with an employer or conduct their own Co-op job search. If a student is planning to develop their own work term they are required to inform and verify with their Instructor that the proposed work term will provide an appropriate Co-op learning experience. Students must provide the employer's name, telephone number, name of supervisor and a brief job description. The Instructor will then contact the employer to discuss the employer's role and the student's position. If all Co-op requirements are met and the position is approved by the Co-op program, the student

can accept this position as a Co-op work term. Co-op registration and fees are applicable to Co-op work terms found through a self-directed process.

## **Work term registration**

### General registration upon acceptance of offer

Once a student has accepted an offer, he or she will receive an email from the co-op office with details on registering for the appropriate co-op work term course. A student must register prior to the start of the work term. While on a full time work term, students are considered full time students of the University. If a student accepts a Co-op position and does not follow the normal registration procedure, the Co-op program will register that student for the Co-op work term course. This is agreed to when a student signs the Co-operative Education Student Agreement (see Appendix 1).

### Tuition and credits

COOP 1101 is a 1 credit course. Tuition and fees are assessed in the same manner as all other courses at KPU. COOP 1150, 2150, 3150 and 4150 (work term courses) are 9 credit courses but tuition is charged at 4.5 credits. Library, technology and student life (LTSD) fees are assessed at 4.5 credits. Work term credits do not count towards KSA membership, services, or fees. For more information, view the "Charges for Co-operative Education Work Terms" in the current KPU Calendar.

### Registration when extending beyond one semester

Extension of a Co-op work term to subsequent semesters or returning for an additional work term with a previous Co-op employer requires registration in the appropriate work term course. Students will be manually registered into the appropriate course should a student not follow the registration process in a timely manner. Tuition will then be due.

### Taking additional courses while on work terms

The maximum number of credits you are permitted to register at any time is 17.5 (including your 9 credit work term credits). Questions regarding course load should be discussed with the student's Co-op Instructor and/or academic advisor. Taking courses while on a work term is not encouraged.

### Parallel work terms

Work term students participating in parallel work terms can register for up to 13 additional credits. Both semesters in a parallel co-op option must be completed consecutively and a satisfactory grade must be obtained in both semesters. No refunds or withdrawals will be processed for incomplete parallel work terms.

## **Deadlines**

It is student's responsibility to familiarize themselves with the program and job application deadline dates. Furthermore, it is student's responsibility to meet deadlines set by each of the Co-op programs during the application process. Students accepted into the Co-op program, must notify the Co-op office each semester whether they would like to seek or postpone a work term for the following semester. Career Connection will post a survey once a semester which requires a response by the deadline posted, to remain active in the co-op program.

## D. THE CO-OP WORK TERM

### Expectations

#### Absenteeism

If you are ill, or running late for your work day, you must contact your employer as soon as possible. You should check with your Supervisor regarding the preferred practice at the beginning of your work term.

#### Changes to student status while on a work term

Any changes to work eligibility, work status, plans that affect participation in the Co-operative Education program or program status must be communicated to the student's Co-op Instructor.

#### Communication with the Co-op Office

Participation in Co-op requires students to be in continual contact with their Co-op Instructor. It is therefore essential that students keep their address and telephone numbers up-to-date in Career Connection and also with the Office of the Registrar. It is mandatory that students check their Kwantlen email account and course website for correspondence from the Co-op office. Responding promptly to all messages relating to Co-op from Co-op Instructors or the Co-op office is crucial.

#### Confidentiality and Conflict of Interest

All work performed for an employer must be held in strictest confidence by students. Some employers are concerned about disclosure of confidential information. Student employees must comply with their employer's policies in this respect as the information they are exposed to, including the results of their own research, belongs to the employer. Evaluation of co-op assignments that are deemed confidential by the employer may be conducted by the employer.

Students may also find themselves in a conflict of interest situation. A conflict of interest may arise when a student's access to an employer's information could result in personal gain for the student or a student's relative. If such a situation should occur or has the potential to occur, students must inform their supervisor and their Co-op Instructor immediately.

#### Confidentiality of Co-op Information

All Co-op job posting information, employer lists, contacts, passwords to websites, etc must be kept confidential and not shared with anyone outside the Co-op program. To betray this confidence only undermines a Co-op student's opportunities.

#### Discrimination and Harassment

It is the student's responsibility to conduct him or herself in a way that is free of discrimination and harassment. It is also his or her right to experience a discrimination free and harassment-free workplace. If any student has concerns regarding the latter, he or she should contact his or her Co-op Instructor immediately. The Human Rights Code and related information for the Province of British Columbia is available on the website of the BC Human Rights Tribunal at [www.bchrt.bc.ca](http://www.bchrt.bc.ca).

#### Failure to Report

Students who fail to report for their work term after accepting a Co-op job may be excluded from future Co-op work terms and be withdrawn from the Co-op option of their program.

#### Layoffs

Layoffs due to a shortage of work at a student's workplace must be reported immediately to the Co-op Instructor.

#### Problems/issues while on work term

Infrequently issues or problems can arise while on a work term. A student must contact their Co-op Instructor immediately to assist and provide support and guidance.

#### Representing KPU and the Co-op program

On a work term, students are representing the University as well as the Co-op program. It is expected that students will conduct themselves in a professional manner at all times. Failure to do so, if student conduct is inappropriate or unprofessional, will result in failure of the Co-op work term course and may result in removal from the co-op program.

### Resignations or Terminations

Once a work term is accepted, students are expected to commit to the full length of their work term. Should exceptional circumstances arise, students considering leaving a Co-op job before the end of their scheduled work term must consult their Co-op Instructor prior to taking any action.

Students terminated from a co-op position must notify the Co-op office immediately. Each termination will be reviewed with the student, the employer, and a Co-op Instructor.

Resignation or Termination from a work term will result in being withdrawn from the Co-op option and failing the work term ("NCG" - No Credit Granted - will be noted on the student's transcript). Typically tuition will not be refunded.

### Vacations

Any vacation booked before acceptance of a work term must be discussed with your Co-op Instructor before accepting an offer. Because of the short duration of a work term, students are not to request vacation time. Students are entered into a semester of learning, based on an academic term from which there is no vacation time.

## **Key Information for student work terms**

### Income tax and other statutory deductions from wages

At the beginning of the work term in Canada, students will be required by the employer to complete a TD1 form for income tax purposes. The employer can provide a more detailed explanation of the TD1 form when the student commences the work term. Employers are required to deduct income tax, Canada Pension and Employment Insurance premiums from all employees.

Students will receive a T2202A tax form from KPU's Registrar's Office each year for tuition fees. Tax credits are available for amounts paid as tuition, including tuition for coop work terms. Students are not eligible, however, for monthly education tax credits for the duration they are on a co-op work term. Most students completing two co-op work terms in a taxation year will have income in excess of personal deduction levels and it is the student's responsibility to plan accordingly.

International students completing co-op work terms in Canada and students completing co-op work terms outside of Canada should consult the Canada Revenue Agency website for more information on income taxes.

### Medical Benefits

Students are responsible for ensuring that they have adequate medical coverage during work terms. Students placed on work terms outside of Canada should ensure that they have adequate medical or health insurance for the duration of their time away.

International students must ensure that they have adequate medical or health insurance for the entire duration of their stay in Canada including co-op work terms. The Office of International students and Scholars provides further assistance and support for international students or KPU students doing work terms overseas:

<http://www.kpu.ca/international/insurance>

### Safety on the Job

It is important for students to have a safe and secure work environment. Students should know of and follow the employer's safety policies and procedures. If concerned about occupational health and safety issues in the workplace, or if injured on the job, students must notify the supervisor and their Co-op Instructor immediately.

### Strike or Lockout Activity

If a strike or lockout occurs during co-op employment, students should discuss the situation with their supervisor and Co-op Instructor immediately. Whether to cross a picket line and work, or observe a picket line and not work, is a personal decision for a student in consultation with their work supervisor. The role of the Co-op Instructor in this situation is to inform the student of potential results of either decision. A student's employer may also assist the student with their decision. Co-op instructors must be kept informed of such situations at all times.

### Transportation and Accommodation

Arrangements for transportation to and from the work site and living accommodations are a student's responsibility. The Co-op office may be able to assist with accessing resources for housing options. The Association for Co-operative Education BC maintains a provincial housing list for short term accommodation and a roommate search vehicle. A student's Co-op Instructor can assist a student in accessing this service.

### Worker's Compensation

In the Province of British Columbia, Canada, WorkSafeBC promotes workplace health and safety for the workers and employers. WorkSafeBC consults with and educates employers and workers on and monitors compliance with the Occupational Health and Safety Regulation Act. In the event of work-related injuries or diseases, WorkSafeBC works with the affected parties to provide return-to-work rehabilitation, compensation, health care benefits, and a range of other services (from the website of WorkSafeBC: [www.worksafebc.com](http://www.worksafebc.com)).

In British Columbia, co-op students are eligible to receive worker's compensation for a work-related injury or illness. The employer assumes the cost of worker's compensation and the coverage begins on the first day of the work term. For information on worker's compensation in the provinces and territories of Canada beyond British Columbia, students should consult the worker's compensation regulations for that province or territory.

Students working in a co-op position in countries and regions outside of Canada, should consult KPU's International advisors about worker's compensation in the countries or regions of their upcoming work terms.

### Student Loans

Students from BC who are planning to start co-op work terms may be eligible to receive student loan funding while on a co-op term depending on their financial status including the salary level of the co-op position. Students must apply one term at a time. Students can submit separate applications for future terms within the academic year. More information is available on the website StudentAidBC: [www.studentaidbc.ca](http://www.studentaidbc.ca).

Students from other provinces in Canada who wish to apply for student loan funding should apply through their provincial student loan program websites. Students planning to do a co-op work term abroad, and who will be applying for a student loan during this same period, are strongly encouraged to meet with a Financial Aid Officer before they depart to make arrangements for a third party to negotiate the student loan in their absence.

If a student enrolls in a co-op work term instead of an original plan of enrolling in full-time courses, his or her eligibility for student loan funding may be impacted. Students should contact the Student Awards and Financial Assistance office ([www.kpu.ca/awards](http://www.kpu.ca/awards)) to review financial concerns.

Students who are not eligible to receive student loan funding while on their co-op term may be eligible for interest-free status if they are enrolled in a full-time co-op work term course in the term of application prior to the study period end date. Updating interest-free status for BC students has been made more convenient and can now be done online through the StudentAidBC website: [www.studentaidbc.ca](http://www.studentaidbc.ca)

## E. Co-op work term evaluation

### Steps to successful completion of a work term

- ✓ Successfully obtain a work term
- ✓ Pay work term tuition
- ✓ Submit work term contact information in Career Connection
- ✓ Assess competencies, set learning goals and complete all other work term assignments
- ✓ Review learning goals with employer and Co-op Instructor
- ✓ Re-assess competencies and goals during Co-op Instructor's mid-term site visit
- ✓ Re-assess competencies and goal attainment and review with supervisor prior to end of work term
- ✓ Submit work term forms to Co-op office
- ✓ Submit and receive a satisfactory grade on the Work Term Report by the due date

### Setting Goals

During COOP 1101, students will learn about setting work term goals. Students will learn to assess their competencies and set learning goals for their work term in areas determined to be of importance for their career development.

At the beginning of the work term, students will review these with their supervisor to ensure the goals are feasible and meet both employer and student needs.

### Preparation for Mid term Site visit

Within each work term, students will:

- ✓ work towards achieving improvement in the goals set as well as any program specific goals the student and his or her employer are interested in achieving
- ✓ complete work term assignments, which can consist of online discussions and reflective journaling
- ✓ re-assess goals prior to the work site visit, individually and with their supervisor in preparation for the Co-op Instructor's site visit with the student and his or her employer

### Work term report or project

#### Report or project Guidelines

Co-op students are required to prepare and submit a work term report/project for all work terms. This report/project documents students' work terms and helps them reflect on what they have learned. It is also meant to assist students in preparing for entrance into the fulltime world of work. Guidelines are defined at the beginning of each work term.

#### Academic honesty/plagiarism

Academic honesty is the principle which forms the foundation for scholarship and intellectual ownership. KPU expects all students to uphold this principle and considers any act of academic dishonesty, including cheating and plagiarism, as a serious educational offence.

Further information on academic honesty (cheating and plagiarism) can be found in Kwantlen Bylaws & Policies Policy C.8 : <http://www.kwantlen.ca/policies/C-LearnerSupport/c08.pdf>

### Work term grading

To achieve a Mastery (passing) grade on a co-op work term, completion of the following is required: obtain a rating of satisfactory, or better, on all supervisor and co-op faculty evaluations; and obtain a rating of satisfactory, or better, for all work term assignments

Employer evaluations will remain part of a student's confidential records in the Co-operative Education department.

## F. SPECIAL CIRCUMSTANCES

### **Cancellation of Co-op work term**

If a student's accepted work term placement is cancelled through no fault of the student, the student must contact his or her Co-op Instructor immediately. The Instructor will make every effort to secure an alternate placement.

### **Extenuating circumstances during a co-op work term**

If a student cannot complete a co-op work term for medical or compassionate reasons, he or she should discuss options with their Co-op Instructor.

### **Failing a work term**

A student may be given a 'No Credit Granted' for his or her work term for the following reasons:

- ✓ failure to report for work at the employer's location
- ✓ ending a work term without permission from the co-op instructor and/or employer
- ✓ dismissal based on student conduct and actions
- ✓ unsatisfactory performance as determined by the employer
- ✓ failure to submit required work term documents to his or her respective Co-op Instructor
- ✓ failure to obtain a satisfactory grade on supervisor and faculty evaluation and all work term assignments
- ✓ other circumstances may apply, this is not a complete list.
- ✓ In all of the above cases, an instructor will investigate the circumstances prior to assessing the 'NCG' grade. Any student failing a work term will be asked to discuss his or her situation or circumstance with their co-op Instructor. Failing a co-op work term may result in the student being withdrawn from the co-op program.

## G. INTERNATIONAL STUDENTS

KPU International provides extensive support and information for International students studying at KPU as well as students interested in doing Co-op work terms in another country (termed International scholars). Consult <http://www.kpu.ca/international> for general information. Information directed to Co-op situations is noted below.

### **International students**

International students attending KPU and who are interested in participating in Co-operative Education have special conditions to consider prior to being accepted into Co-op. The first step is to discuss his or her desires with an International Educational Advisor.

### **International scholars**

Domestic KPU students may have the opportunity to complete a work term overseas. The first step to explore work terms overseas is to consult the Co-op Instructor responsible for the program area a student is enrolled in.

## Location of pertinent information for International students:

Generally speaking, all information within the Co-op Student handbook applies to all Co-op students. There are areas however, noted below, where International students and students completing work terms overseas will find specific information relating to their unique circumstance.

Work term permits & SIN numbers	Section C, 6
Income tax	Section D, 2.a.
Medical benefits	Section D, 2.b.
Worker's compensation	Section D, 2.f.

## H. GRADUATION

### Graduation

Students who successfully complete COOP 1101 and at least two co-op work terms in diplomas and a minimum of three co-op work terms in a degree are awarded a Co-operative Education designation when they graduate from KPU. The Post Baccalaureate diplomas require at least one work term to be awarded a Co-operative Education designation when they graduate from KPU. In certain programs, additional course requirements may apply. Consult the KPU calendar or an academic advisor for more information.

Co-op students are also expected to graduate on an academic semester. Students must select the co-op option for their program when they apply to graduate.

### Awards for Co-op students

KPU Co-op students are eligible for the annual \$1,000 Co-op Student of the Year Award. The School of Business also offers \$500 awards for each of the Co-op options. Interested students should discuss eligibility for the award with their Co-op Instructor. Students identified as obtaining outstanding achievement will be considered for recommendation for the provincial Association for Co-operative Education Student of the Year Award and the national Canadian Association for Co-operative Education Student of the Year Award.

## I. CONCLUSION

Co-operative Education opportunities for students of Kwantlen Polytechnic University continue to grow, expand and enrich the learning of all who participate. More and more programs are considering co-op options to guarantee a "polytechnic" or applied experience for their students.

In providing learning beyond the classroom, Co-op work terms give students the opportunity to see the relevance of their academic learning, often deepening the knowledge and clarifying a student's career and personal aspirations.

By Co-op students sharing real life work experiences upon returning to the classroom, academic learning is enhanced, and significance augmented.

Co-op is a win for the student, a win for the employer and a win for learning in the classroom.

## APPENDIX

Appendix 1: Co-operative Education Student Agreement find most current version online at <http://www.kpu.ca/co-op/co-op-forms-and-resources>. Under the forms and resources section