

## Co-operative Education Student Agreement

First Name	Student #
Last Name	Program

Please read and understand the following terms and conditions of the Co-operative Education program at Kwantlen Polytechnic University (KPU).

**Participation in Co-operative Education at KPU requires consent:**

- I give my consent to KPU to disclose information about me to the Co-op department for the purpose of determining my eligibility for the Co-op program and verifying any information provided by me on this form or elsewhere. This information may include, but is not limited to, academic standing, grade point average (GPA), completed courses including transfer credits, personal information such as current address, phone number, personal email address and emergency contacts. The Co-op department follows *KPU Policy AR3, Confidentiality of Student Records and Files* in accessing student information.
- I give my consent to the Co-op department to disclose my resumes, cover letters, transcripts, samples of work and other relevant application documents to prospective employers in Canada, United States of America and international countries with an approved Co-op job posting after I have applied through the online job posting system. The Co-op department may also disclose these documents to employers without my prior knowledge in order to secure employment.
- I give my consent to the Co-op department and KPU to share my Co-op work term report(s) as they were originally submitted to other students in the Co-op program to assist their preparation for the interview process with the same or similar employer. I will notify the Co-op department in writing if the work term report(s) is/are to be kept confidential.
- I give my consent to the Co-op department and KPU to share my Co-op work term report(s) as they were originally submitted to other KPU faculty members after completion of the Co-op work term course to share positive feedback about students in their program(s). I will notify the Co-op department in writing if the work term report(s) is/are to be kept confidential.
- I give my consent to the Co-op department to disclose any comments written by me or about me regarding my Co-op work term experience for promotional purposes to students and faculty of KPU and potential employers. This information may come from online forum posts or assignments, email correspondence with the Co-op department and previous supervisors, managers and co-workers from a current or previous Co-op work term.

**Participation in the Co-op program at KPU requires my understanding and agreeing to the following:**

- I understand and agree that I must register in the appropriate Co-op work term and pay tuition for each work term. I understand that if I accept a Co-op position and do not follow the normal registration procedure, the Co-op department will register me for the Co-op work term course and I will incur tuition fees as a result.
- I understand and agree that if I accept an extension of a Co-op position or return to work for an additional work term with a previous Co-op employer, I must register in each subsequent semester's Co-op work term course and pay the appropriate tuition and fees or as noted above, the Co-op department will register me accordingly.
- I understand and agree to represent the Co-op program and KPU in a professional manner at all times during my involvement with the Co-op program, and understand that I will fail my Co-op work term course and be removed from the program should my behaviour be found to be in breach of the Student Conduct Policy. Student conduct is guided by *KPU Policy ST7, Student Conduct*.

- I understand and agree that should I be found guilty of plagiarism or cheating, necessary steps will be taken as outlined in the Plagiarism and Cheating policy. Plagiarism and cheating is guided by *KPU Policy ST2, Student Academic Integrity*.
- I understand and agree that I must remain in good academic standing with KPU, meet the academic and continuance requirements of the Co-op program, and I am expected to abide by the guidelines provided in the KPU Co-op Student Handbook. <http://www.kpu.ca/co-op/co-op-forms-and-resources>
- I agree to notify my Co-op Instructor of any change in plans or information that will affect my participation in the Co-op program.
- **International Students:** I understand and agree that it is my responsibility, before I accept a Co-op work term, to obtain and maintain a valid Co-op work permit through Citizenship and Immigration Canada and have medical coverage (BC Medical Services Plan) as outlined in the KPU Co-op Student Handbook. All fees associated are my responsibility.

As a student in a Co-op program at KPU, I understand the role and duties of the Co-op Program, the Co-op department, and myself, as explained in KPU Policies and Bylaws, the KPU Calendar, and the KPU Co-op Student Handbook, a copy of which I acknowledge has been provided to me. I agree to carry out my responsibilities to the best of my ability.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

KPU's Policies can be found here:

<http://www.kpu.ca/policies>

Information on this form is collected under the general authority of the University Act (R.S.B.C. 1979, c.419). It is collected and needed by the Co-op department to facilitate Co-op services. Contact the Administrative Coordinator, Co-operative Education at KPU for further explanation if needed.

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