

Policy No. & Title: A117: CO-OPERATIVE EDUCATION PROGRAM*Policy Sponsor:* Vice President, Student Services*Reference Cttee:* College Council*Effective:* 2019-09-25*Next Review:* 2024-09-25*Approvals:* 1988-12-09/SA-88-05; 1998-06-24/CC-97-09; 2012-03-21/CC-11-05 eff 2013-09-01; 2016-10-26/CC-16-02; 2019-09-25

1. PURPOSE

This policy and related procedure set out the standards, requirements, procedures and roles for the Fanshawe College Co-operative Education Program.

2. THE POLICY

The Vice-President, Student Services, in consultation and collaboration with College academic leadership and College Council, establishes, maintains and implements standards and procedures that achieve an exemplary College-wide co-operative education program. Such standards and procedures comply with relevant government directives and align with the College mission, vision and mandate, and reflect College values.

3. REFERENCESCollege Policies[A101: Accommodation of Applicants and Students with Disabilities](#)[A103: Fanshawe College Credentials](#)[A105: Academic Standing](#)[A106: Academic Withdrawal and Termination](#)[A108: Admission of Students to Post-Secondary Programs](#)[A112: Course Grade System](#)[A113: Program and Courses](#)[A118: Academic Off-Campus Experiential Learning](#)[A122: Graduation from Approved College Programs](#)[A124: Recognition of Prior Learning](#)[A128: Student Appeals](#)[A130: Student Code of Conduct](#)[A131: Evaluations](#)[A132: Student Fees](#)Ministers Binding Policy Directives

Funding Approval of Programs of Instruction

Accrediting Bodies

Canadian Association of Co-operative Education Accreditation Standards and Rationale

4. ADDENDA

Standard 1: DEFINITIONS AND PRINCIPLES

Guideline A: IMPLEMENTATION

Policy No. & Title: A117: CO-OPERATIVE EDUCATION PROGRAM

Addendum: **Standard 1: DEFINITIONS AND PRINCIPLES**

Issued by: Director, Employment and Student Entrepreneurial Services

Effective: 2020-08-17

1. DEFINITIONS

Co-operative education (Co-op): A model and format of experiential learning that formally integrates a student's academic studies with work experience. Co-operative education programs comply with the requirements, standards and processes established by the Ministry of Training, Colleges and Universities (MTCU) and/or Co-operative Education and Work-Integrated Learning Canada (CEWIL CANADA).

Co-operative education student: A student admitted and registered in a co-operative education program.

2. PRINCIPLES

2.1 Co-op Fees

Students registered in a co-operative education program pay co-operative education fees, receive employment support services from the Employment and Student Entrepreneurial Services (E&SES) department including: an assigned Co-operative Education Consultant, and the opportunity to participate in employment preparation workshops and work terms.

2.2 Co-op Credentials

Students in a co-operative education program may choose to graduate with a non-co-op endorsed diploma, or may choose to participate in co-op work terms as per their standard program term pattern after completing the required academic semesters to graduate with a co-op endorsed diploma. Students must consult with their Program Coordinator to determine minimum GPA requirements and the E&SES department to determine co-op eligibility.

2.3 Designation or Alteration of Co-operative Education Programs

Introduction or removal of a co-operative education component into, or from, a new or existing program requires the recommendation of the Program's Associate Dean, Dean of the Faculty, Senior Vice-President, Academic and the Director, E&SES. Such program changes follow College policies and procedures for making such changes.

2.4 Co-op Work Semesters - Patterns, Duration, and Scheduling

Co-operative education program term patterns, duration, and scheduling must conform to the standards established by the MTCU and/or the CEWIL CANADA Accreditation Standards and Rationale, and conform to the Fanshawe College *Co-operative Education Procedures*.

2.5 Participation Requirements For Students

Students are required to meet co-op eligibility before proceeding from an academic semester to a co-operative education work term. Co-op eligibility is defined in Guideline A: Implementation Section 5.8.

2.6 Participation Requirements For Employers

Employers of co-operative education students have been approved according to Fanshawe College *Co-operative Education Procedures*.

2.7 Co-operative Education Evaluation and Permission To Graduate

2.7.1 The co-operative work term is evaluated according to Fanshawe College *Co-operative Education Procedures*.

2.7.2 Students who satisfactorily complete all academic requirements but, either by choice or by circumstance, do not complete the co-operative education work term component may apply to graduate without a co-op endorsement.

2.7.3 Students who complete both the academic requirements and the co-operative education work term component may apply to graduate with a co-op endorsement.

2.7.4 Students who lack one work semester may defer graduation for up to 12 months in order to complete the co-operative education requirements. International students should refer to Implementation section 10.6 for further details.

2.8 Review of Procedures

The Vice President, Student Services, in consultation with the Senior Vice-President, Academic, faculty, E&SES department and the Fanshawe Student Union, review procedures annually and amend as appropriate.

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Policy No. & Title: A117: CO-OPERATIVE EDUCATION PROGRAM

Addendum: **Guideline A: IMPLEMENTATION**

Issued by: Director, Employment and Student Entrepreneurial Services

Effective: 2020-08-17

1. PURPOSE

This guideline provides definition and direction for the development and delivery of co-operative education programs and services at Fanshawe College.

2. WORK TERM CRITERIA

- 2.1. A co-operative education program formally integrates a student's academic studies with work experience at one or more employers.
- 2.2. A co-operative education program usually alternates study terms with terms of work experience.
- 2.3. The student's work term must take place in an occupation related to the student's program of study and meet the following criteria:
 - 2.3.1. A work term conforms to the learning outcomes established for the program.
 - 2.3.2. Co-operative education students perform productive work, not merely observe.
 - 2.3.3. Co-operative education students receive remuneration for the work performed.
 - 2.3.4. The student's orientation, training and performance at the workplace is the employer's responsibility.
 - 2.3.5. The student's progress during the work term is monitored by the Co-operative Education department.
 - 2.3.6. For non-degree programs, the duration of work term(s) is no less than 30% of the time spent in academic study.
 - 2.3.7. For degree programs, at least one paid full-time work term of no less than 14 consecutive weeks is required.
 - 2.3.8. For entrepreneurial based work terms, students must adhere to additional requirements as outlined by E&SES.
 - 2.3.9. In exceptional circumstances, and with the approval of the Director, E&SES, students may request an alternative Work Integrated Learning (WIL) option. Options may be discussed with the program Co-op Consultant.

3. DEVELOPMENT AND DESIGNATION OF CO-OPERATIVE EDUCATION PROGRAMS

- 3.1. Fanshawe College co-operative education programs adhere to all relevant Fanshawe College policies and procedures.
- 3.2. Fanshawe College provides programs in which:
 - There is a co-operative education component; or

- There is a co-operative education stream and a non-co-operative education stream; or
 - No co-operative education component is required.
- 3.3. Completion of the co-operative education work term(s) is mandatory for students who enroll in a degree program with a co-operative education component.
- 3.4. A program that offers a co-operative education component may be initiated by the Program's Associate Dean in consultation with the Director, E&SES. The Associate Dean confirms that the proposal conforms to relevant College policies and is supported by relevant labour market data. The Associate Dean ensures that the appropriate College departments are advised of the proposal in a timely manner, including the Office of the Registrar, the Strategy Division, Reputation and Brand Management, Advancement Services, and E&SES.
- 3.4.1. The proposal specifies the learning outcomes expected from student participation in the co-operative education work term component and the program. This enables the Co-operative Education Consultant to make an informed assessment of potential work opportunities, to confirm student co-op eligibility and to complete a valid evaluation of the student's progress during that term.
- 3.5. Converting an existing non-co-operative education program into a co-operative education program applies only to future first year registrants.
- 3.6. The process of removal of the co-operative education component from an existing co-operative education program or alteration of the program to another format for experiential credit, aligns with sections 3.1 to 3.3 above.

4. CO-OPERATIVE EDUCATION PROGRAM TERM PATTERNS AND DURATION

The ratio of academic learning to workplace learning in a co-operative education program is set by the Program's Associate Dean in consultation with the Director, E&SES, and follows MTCU and/or CEWIL CANADA guidelines.

- 4.1. At a minimum, the time spent in work experience must be at least 30 % of the time spent in academic study.
- 4.2. Students must complete a minimum of 12 consecutive weeks and 420 hours, (14 consecutive weeks and 420 hours for degree programs) of full time employment in each work term for it to be deemed a valid co-op work term.
- 4.3. All co-operative education programs will incorporate "Co-operative Education Preparation Workshops" to be included within the degree audit requirements facilitated by the E&SES department.
- 4.4. No co-operative education program will require a student to begin the program with a work term.
- 4.5. A co-operative education program may end in a work term provided the work duties comply with the principle of being integrated with the academic elements of the program and are evaluated accordingly to ensure that the student has met program competencies.

Co-operative education work terms may be combined to create a double or triple work term provided the principle of integrating academic and work terms is maintained. This must be in consultation with the Program's Associate Dean and the Director, E&SES.

- 4.6. Co-operative education students normally work full-time during their work semester.

The definition of full-time is determined by the employer and will normally conform to hours worked by the employer's regular employees. Normally, a student on a work term will not work less than 30 hours per week.

By exception, the Senior Management of E&SES may approve a work term of less than 30 hours per week if there are mitigating circumstances (such as student disability, limited work term opportunities) and the exception is deemed the only viable work term option available to the student. Regardless of the above, the period of time the student must work must always equal or surpass the required minimum of 420 hours.

- 4.7. Under exceptional circumstances, with the approval of the Director, E&SES, a student may change employers during their co-operative education work term. The total hours worked must meet the required minimum of 420 hours.

5. STUDENT ELIGIBILITY

- 5.1. Eligibility criteria for a student to enter into and remain in a co-operative education program is established by the Director, E&SES in consultation with the Program's Associate Dean.
- 5.2. Eligible students are provided with a range of employment support services by the E&SES department (see section 7.2).
- 5.3. Students ineligible for co-op may transfer from the co-operative education stream and continue their education in the non-co-operative education stream, if offered. Alternatively, students may remain in their co-operative education program but will not be permitted to complete a co-op work term until they meet eligibility requirements (see section 5.8). Ineligible students continue to receive employment services from the E&SES department and the Co-operative Education Consultant.
- 5.4. Part-time students registered in a co-operative education program may participate in work terms only after successfully completing the necessary academic semesters prior to each scheduled work term (see section 9.2).
- 5.5. Students must successfully complete the Ministry of Labour Workplace Health and Safety course prescribed by the E&SES department before proceeding to their first work term.
- 5.6. Students must complete and sign a Release Information form prescribed by the E&SES department before proceeding to their first work term.
- 5.7. In the event a registered international student is unable to attain a co-operative education work permit, the student may apply to transfer into the non-co-operative education stream of their program, if offered, or return to their country of origin to complete their work term.
- 5.8. In order for students to be eligible to participate in a co-op work term they must meet the following criteria:

- 5.8.1. Students must be academically complete, or in-progress, of all minimum academic levels-defined as all courses preceding the first work term as identified by the standard program-specific term pattern.
 - 5.8.1.1. Students not academically complete, as defined in section 5.8.1, should speak to the Co-operative Education Consultant to discuss a plan to complete their work terms once they become academically complete.
- 5.8.2. Students must be active in a co-operative education program, with an Academic Standing of Conditional Continuation (CND), or In Good Standing (IGS). A student's status may not be Required to Reapply (RRA).
 - 5.8.2.1. Students whose Academic Standing is Not Academically Complete (NAC) may be eligible to complete their co-op work terms at the discretion of the Director, E&SES.
- 5.8.3. Students must complete and pass the Co-operative Education Preparation Workshop series (COOP-1020 or COOP-1021).
- 5.8.4. International Students are required to submit a copy of their Student Co-op Work Permit to their Co-operative Education Consultant in order to work in Canada.
- 5.9. Students who meet the following eligibility requirements may have access to the vacancies posted by employers to Fanshawe College's co-operative education Jobsite:
 - 5.9.1. Meet the eligibility criteria outlined in Section 5.8.
 - 5.9.2. Be an active student in a Co-operative Education Program, with a minimum overall program GPA of 2.5. This restriction conforms to the College's commitment to employers that only fully-qualified students will be referred to vacancies posted by employers to the Fanshawe College co-operative education Jobsite.
 - 5.9.2.1. Students who meet co-op eligibility requirements (section 5.8) but do not meet the minimum GPA requirements (section 5.9.2) may secure a work term through their own efforts. If successful, the student will inform the Co-operative Education Consultant and the work term will be assessed to ensure it meets work term requirements prior to approval.
 - 5.9.2.2. Students whose Academic Standing is Not Academically Complete (NAC) may be eligible to view job postings through the Fanshawe College Co-operative Education Jobsite at the discretion of the Director, E&SES.
 - 5.9.3. International Students must either submit a copy of their Student Co-op Work Permit, or request a Confirmation of Co-op Enrollment from a Co-operative Education Consultant.
 - 5.9.4. Students must adhere to Student Roles and Responsibilities (see section 7.1).

6. EMPLOYER ELIGIBILITY

- 6.1. Employers must provide work in compliance with the criteria described in section 2.3. Employers must provide a written description of the duties to the student and to the E&SES department.

Only positions approved by the E&SES department in accordance with established program criteria will be eligible for Co-operative Education endorsement.

- 6.2. Employers must comply with all relevant legislation and regulations. They must provide the student with appropriate job site orientation, safety training and supervision.
- 6.3. Employers agree to allow a College representative access to the workplace, to the student and to the student's supervisor for monitoring and evaluation purposes.
- 6.4. Employers must inform the Co-operative Education Consultant immediately if the work performance of the student does not meet agreed standards or if the student's duties, or working conditions change substantially from those described in the job description.
- 6.5. Employers will provide the College with a written evaluation of the Co-operative Education student's performance and learning outcomes at the end of the work term.

7. ROLES AND RESPONSIBILITIES

7.1. Co-operative Education Students:

- 7.1.1. Submit a completed Release of Information Form to the Co-operative Education Consultant prior to their first work term.
- 7.1.2. Successfully complete the mandatory co-operative education employment preparation workshop (COOP-1020 or COOP1021) including all of the following assignments:
 - Workplace Health and Safety Certificate
 - Résumé
 - Employer Research Assignment
 - Jobsite Assignment
 - Culminating Quiz
- 7.1.3. Conduct an active, independent job search for a co-operative education work opportunity.
- 7.1.4. Apply to work term opportunities posted to the co-operative education Jobsite, if deemed eligible. Please refer to section 5.9 for eligibility requirements.
- 7.1.5. Monitor Co-operative Education FOL news feeds and e-mail for relevant co-operative education and employment information, including while on a co-operative education work term.
- 7.1.6. Attend all employment interviews to which they are invited. If the student cannot do so, they must inform the Co-operative Education Consultant a minimum of 24 hours before the interview. Failure to do so may result in the withdrawal of jobsite access to co-operative education postings for the remainder of that term.
- 7.1.7. Accept or decline an offer of employment within 48 hours of it being made - verbal or written acceptance is binding; a student cannot accept any subsequent offers of employment after committing to an initial co-op work term position. If the student

accepts an offer of employment but fails to report to work, they may receive a failing grade for the work term and have co-operative education jobsite access removed.

- 7.1.8. Have the option of declining two job offers at which point access to Jobsite co-operative education postings will be removed for the remainder of that term.
 - 7.1.9. Confirm their employment status and provide necessary documentation to the Co-operative Education Consultant by: November 1st for a Fall work term, March 1st for a Winter work term, or July 1st for a Summer work term. Co-ops that last more than one term must be fully registered during the first term. Failure to do so may result in the work term being ineligible for credit.
 - 7.1.10. Submit all reports as assigned by the E&SES department.
 - 7.1.11. Submit a completed student evaluation for each work term to the Co-operative Education Consultant by: December 15th for a Fall work term, April 15th for a Winter work term, or August 15th for a Summer work term. Failure to do so may result in the work term being ineligible for credit.
- 7.2. The Employment and Student Entrepreneurial Services (E&SES) Department:
- 7.2.1. Promotes Fanshawe College, its programs and the benefits of co-operative education to employers, encouraging them to provide quality work term opportunities.
 - 7.2.2. Facilitates the recruitment process between employers and students.
 - 7.2.3. Educates, advises and assists students to find a work term.
 - 7.2.4. Provides information and guidance about the labour market, resume and cover letter preparation, job search techniques, interview preparation, job maintenance skills and other relevant topics.
 - 7.2.5. Maintains the Co-operative Education FanshaweOnline sites and the online job posting service (currently Jobsite).
 - 7.2.6. Informs students about the program's co-operative education requirements and benefits.
 - 7.2.7. Provides general information about Freedom of Information, Protection of Privacy and Ministry of Labour regulations; health and safety requirements; (refers international students to the International Centre regarding Visa requirements).
 - 7.2.8. Monitors all students on work terms, at minimum one personal contact per term, either in person, phone, Skype or other web communication tool.
 - 7.2.9. Records the employer evaluations.
 - 7.2.10. Records student workplace evaluations.
 - 7.2.11. Collects and inputs to the appropriate College database all information relevant to the student's work term.
 - 7.2.12. Makes all reasonable efforts to resolve issues that may arise while the student is on a work term.

8. CO-OPERATIVE EDUCATION WORK TERM PROTOCOL

- 8.1. All Fanshawe College policies, including the Student Code of Conduct, remain in force and apply during co-operative education work terms.
- 8.2. Co-operative education students do not have the same rights and obligations prescribed to all workers under the Employment Standards Act.
- 8.3. If a student feels that their rights have been threatened or violated, they must immediately inform their employer, the Co-operative Education Consultant and take whatever steps the student deem necessary to ensure their personal safety including immediately exiting from the workplace.
- 8.4. Co-operative education students comply with all legislation and regulations relevant to the employment sector in which they are employed, and with all legitimate procedures established by the employer. Co-operative education students employed with an employer where there is a collective agreement comply with the terms of that agreement relevant to their position.
- 8.5. Co-operative education students are responsible for all expenses related to their work term including transportation to employment interviews and to the workplace, the cost of acquiring necessary clothing and equipment, and all living costs incurred during the work term.
- 8.6. Students wanting to leave the work term before the end of the work term must consult with the Co-operative Education Consultant prior to leaving. Resignation without approval from the Consultant may result in a failing grade for the term.
- 8.7. A co-operative education student terminated by an employer for any reason must immediately report the circumstances to the Co-operative Education Consultant. Lack of communication with the Co-operative Education Consultant within two working days of termination may result in a failing grade for the term.

9. CO-OPERATIVE EDUCATION FEES

- 9.1. A student in a co-operative education program is required to pay co-operative education fees. The fees are levied regardless of the student's level of participation in co-operative education services and work terms.
- 9.2. Part-time students pay fees equal to the number of academic levels of the program.
- 9.3. Students who wish to enter the co-operative education stream of a program must do so prior to the 10th day of class during the program's first academic level.
 - 9.3.1. Where there is an identified program pathway, students may transfer into the co-operative education stream prior to the 10th day of class during the last entrance term of the pathway, at the discretion of the Director, E&SES.
- 9.4. Co-operative education students who do not meet co-op eligibility requirement are entitled to continue receiving employment services from the Co-operative Education Consultant (see section 5.3) and continue to pay co-operative education fees.
- 9.5. Student who wish to withdraw from a co-operative education program, where a non-co-operative education program stream exists, must do so prior to the 10th day of class during the current academic term. Upon withdrawing from a co-operative education program, fees will no longer be

levied, and students will no longer receive employment services from the Co-operative Education Consultant.

10. PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

- 10.1. Students with previous work experience related to their field of study may apply for Prior Learning Assessment and Recognition (PLAR), for the Co-operative Education work term and/or the Co-operative Education Employment Preparation Course, in accordance with College Policy A124: Recognition of Prior Learning.
- 10.2. Current students and applicants to the College are limited as to when they may apply for PLAR for the items listed in 10.1. These time limits are listed below and in policy A124: Recognition of Prior Learning. In the event of a discrepancy between this policy and policy A124, policy A124 will take precedence for PLAR timelines.

PLAR Timelines	
Party	Action
<u>Applicants</u> (not yet enrolled in the course for which PLAR is being requested or not yet enrolled at the College)	Submit PLAR application any time before enrolling in the course
<u>Students</u> (Currently enrolled in the course for which PLAR is being requested)	Submit PLAR application by the 10 th day of class

- 10.3. PLAR for Co-operative Education work terms will align with the following:
- 10.3.1. The work experience must be equivalent in quality and length to the Co-operative Education work experience.
 - 10.3.2. The work experience must reflect the learning outcomes related to the Co-operative Education work term and must be validated as relevant by the Co-operative Education Consultant.
 - 10.3.3. Secondary school Co-operative Education work terms are not considered for PLAR.
 - 10.3.4. Diploma Co-operative Education work terms are not considered for PLAR toward the Co-operative Education work term in degree programs.
 - 10.3.5. PLAR may be considered for the number of work terms equal to, one less than the total number of required work terms. If one work term is required, none may be considered. Other cases may be considered at the discretion of the Director, E&SES.
 - 10.3.6. PLAR cannot be used to increase the number of required work terms to graduate with a co-op endorsement.
 - 10.3.7. If the PLAR request is granted, the transcript will show a "P".
- 10.4. PLAR candidates should contact the Co-Op Consultant for additional details.

11. CO-OPERATIVE WORK TERM EVALUATION AND PERMISSION TO GRADUATE

- 11.1. The co-operative education work term is evaluated by the employer and the Co-operative Education Consultant. Degree Co-operative Education work terms are evaluated by the employer, the Co-op Consultant and a faculty member.
- 11.2. The Co-operative Education Consultant monitors and evaluates the student's progress during the work term through such means as site monitors, student and employer interviews, an employer's evaluation, and assignments that may have been given to the student.
- 11.3. The evaluation is an assessment of the student's success in achieving the learning outcomes established by the Program's Associate Dean.
- 11.4. Students who complete both the academic and the co-operative education requirements will graduate with a co-operative education-endorsed diploma.
- 11.5. Diploma students who satisfactorily complete all academic requirements but, either by choice or by circumstance, do not complete the required co-operative education work terms may graduate with a non-co-operative education endorsed diploma. Degree program students must complete their co-operative education work term to be eligible for graduation.
- 11.6. Students who lack one work semester may be eligible to defer graduation for up to 12 months in order to complete the co-operative education requirements. Students must inform the Co-operative Education Consultant, Academic Coordinator and the Office of the Registrar if this is their intention.

Important note for international students: Deferring graduation may have serious implications for your post-graduate visa application. The onus is on international students to ensure they have discussed their deferral decision with the Co-operative Education Consultant, Academic Coordinator, the Office of the Registrar and the International Centre.

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