# Commitments & Expectations for Co-operative Education Programs

Revised: October 30, 2013

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Welcome Letter

Congratulations on your admission to Co-operative Education at the University of Windsor. I am confident that you will find the combination of study and work to be challenging and rewarding.

As you complete your degree program, you will have the wonderful opportunity to gain work experience and network with professionals in your chosen field. I encourage you to use your placements as a vehicle to explore employment in companies of varying sizes, in a variety of fields and in differing locations. There is no better way than this to begin formulating your future career plans.

Please remember that Co-operative Education is not simply about securing a job. Your placements will provide you with an opportunity to gain experience, develop your skills, expand your knowledge, and improve your confidence. If your program allows for multiple work terms, you are likely to see your placements build upon each other so that your responsibilities in your last placements are greater and much more complex than in your first placement.

I would like to stress that the staff of the Student Success Centre are here to support your efforts throughout your degree program. In addition, if you ever have any concerns about Co-operative Education, please do not hesitate to come in and see me. I look forward to seeing you at convocation.

Sincerely,

Karen Benzinger
Director
Co-operative Education Goal Statement
We strive to support the education of students registered in Co-operative Education programs. We do this by assisting students in the process of securing placements, by setting learning outcomes for co-op placements in collaboration with faculty, by developing, implementing and assessing teaching strategies that lead to those outcomes and by administering program details in a learning centred fashion.

Co-op Education: A Partnership between Students, Academic Departments and the Student Success Centre

Students may have certain expectations or questions about the type of support they will receive along the way. This includes job search assistance, work term assignment guidelines, placement monitoring and more. The following is a general outline of the responsibilities of both students and the Student Success Centre:

Student Responsibilities

- to meet all program requirements
- to fully participate in the placement process
- to secure a placement
- to provide us with up-to-date contact information
- to submit all requested paper work on time
- to check their University of Windsor email and the myCareer system available through the student portal (https://my.uwindsor.ca) often (on a daily basis during the placement process)
- to act in a professional manner while on work-term and study-term
- to bring any problems to the attention of their Co-op Coordinator immediately
- to treat fellow students, faculty members, staff, co-workers and employers with respect at all times
- to be open-minded and flexible while on their work term and when attending professional development activities offered by the co-op program
- to strive to do their best on all assignments

The Responsibilities of the Co-op Education staff

- to act as the student’s contact for Co-operative Education at the University of Windsor
- to assist students in their efforts to secure a work placement
- to respond to students questions and concerns in a timely fashion
- to work with students to help them develop their skills and expand their knowledge
The Responsibilities of the Academic Departments
- to determine and monitor academic requirements of the program
- to grade work term reports and/or assignments and determine their acceptability

Educational Goals of Co-operative Education

In general, upon completion of a Co-op Program, it is expected that students will have:
- Integrated classroom theory with workplace practice
- Developed greater understanding regarding their academic and career goals, as well as personal strengths and weaknesses and preferences
- Developed critical workplace professional and employment readiness skills such as:
  - Acquisition, application and integration of knowledge
  - Research skills, including the ability to define problems and access, retrieve and evaluate information (information literacy)
  - Critical thinking and problem solving skills
  - Interpersonal and communication skills
  - Responsible behaviour to self, others and society
  - Teamwork, and personal and group leadership skills
  - Creativity and aesthetic appreciation
  - The ability and desire for continuous learning
- Developed a greater understanding of the workplace culture
- Developed technical report writing skills
- Developed time management and organizational skills
- Learned how to present themselves and their skill set to potential employers
- Gained experience working in groups both in the workplace and in the classroom and hence better understand their role within a team and how to deal with group dynamics
- Created a network of contacts in their chosen career field
- Developed an awareness of the importance of integrity with respect to professionalism, ethics, and written content

Keys to Success for Students

Co-operative Education is an investment. Students who profit from it:
- actively participate in professional development activities
- take the time to offer employers an error-free resume and cover letter that is customized to the position
- prepare for interviews in advance
- apply for a wide variety of positions
- conduct a guided job search in addition to the traditional job competition
- use their placements as an opportunity to make a good impression, perform well, show initiative, develop skills, expand knowledge and network
- recognize that Co-operative Education is a process that starts small and grows
Co-op Fee Payment

Once admitted to the co-op program, students are responsible for paying co-op fees according to the schedule prescribed for their program. The co-op fee is set by the University and may increase each year. **Co-op fees are non-refundable.** Once admitted in the program, the student is responsible for paying all co-op fees. Fees will be assessed for multiple consecutive semesters including summer, fall and winter sessions. Co-op fees are due the same day as tuition for that term. Please refer to either the current Undergraduate Calendar or Graduate Calendar as appropriate for exact dates.

What is the Co-op Fee?

As is the case with tuition fees, co-op fees are set by the Board of Governors each year and are subject to change.

The fee:

- enables the University to offer and support activities inherent to the co-operative education experience
- is amortized over eight semesters for undergrad students and five semesters for graduate students, and typically begins during the semester that you start preparing for your first co-op work term

The fee is not:

- a job placement fee
- payment for direct services provided by the Student Success Centre to individual students

Why is there a Co-op Fee?

Co-operative Education is costly to administer. Besides general expenditures such as overhead, equipment and staff time, co-op fees help cover specific expenses such as the following:

- job development and employer recognition (costs associated with securing and maintaining work placements)
- organizing and scheduling job interviews
- the purchase and maintenance of a software program that assists with the placement process
- telephone and postage costs (for communication with students and employers)
- travel and/or telephone costs related to completing work term assessments with employers and students on work-term
- preparing students for work terms
- providing job search and employment readiness training
- discussing job options and locations with students
- providing assistance with work permit procurement
Co-op Fees for 2012/13:

<table>
<thead>
<tr>
<th></th>
<th>Domestic Students</th>
<th>International Students (enrolled in a co-op program prior to April 30, 2008)*</th>
<th>International Students (enrolled in a co-op program on or following May 1, 2008)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$446 x 8 terms</td>
<td>$446 x 8 terms</td>
<td>$661 x 8 terms</td>
</tr>
<tr>
<td>Graduate (Master of Science in Computer Science)</td>
<td>$446 x 5 terms</td>
<td>n/a</td>
<td>$661 x 5 terms</td>
</tr>
</tbody>
</table>

Supplemental Co-op Fee for 2012/13:

Currently, our Co-op programs have an official work/study sequence so as to allow for a maximum of three to four work terms of four months in duration (for undergraduate programs) or one work term of eight months in duration that spans two semesters (for Master of Science in Computer Science program) as outlined in the chart below.

<table>
<thead>
<tr>
<th>Program</th>
<th># Work Term Semesters</th>
<th>Official Maximum Months of Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>3</td>
<td>12 months</td>
</tr>
<tr>
<td>Business/Computer Science</td>
<td>3</td>
<td>12 months</td>
</tr>
<tr>
<td>Computer Science (Undergraduate)</td>
<td>4</td>
<td>16 months</td>
</tr>
<tr>
<td>Computer Science (Graduate)</td>
<td>2</td>
<td>8 months</td>
</tr>
<tr>
<td>Earth Science</td>
<td>3</td>
<td>12 months</td>
</tr>
<tr>
<td>Engineering</td>
<td>4</td>
<td>16 months</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>4</td>
<td>16 months</td>
</tr>
<tr>
<td>Physics &amp; High Technology</td>
<td>3</td>
<td>12 months</td>
</tr>
</tbody>
</table>

As of May 1, 2008, undergraduate students who are approved to complete work terms in excess of the maximum set out in their program will pay a supplemental co-op fee for each additional work-term as per below:

- Supplemental Co-op Fee for Domestic Undergraduate Students: $446/additional work term
- Supplemental Co-op Fee for International Undergraduate Students: $661/additional work term

There are stipulations regarding supplemental work terms (please refer to the Supplemental Work Terms section found within this document).

**General Academic Requirements**

The academic requirements to participate and remain in the co-op program are different than the non-co-op streams. To remain in the co-op program, students must meet all faculty requirements as well as additional co-op requirements outlined in the respective faculty section of this document. Please refer to your faculty section for specific details.

In addition,

- Co-op students may have no more than one outstanding ‘F’ grade on record. If the student repeats the course and passes it, it is no longer considered outstanding. (Engineering students are not permitted more than one outstanding ‘F’ grade in a recording period)
Co-op students must maintain full-time status to remain in the co-op program.

Co-op students must successfully complete one summer, one winter and one fall work term unless otherwise approved.

Students in the Master of Science in Computer Science Co-op program will complete a two term co-op placement, which could be winter-summer, summer-fall or fall-winter.

Co-op students who choose to participate in the fourth work term must complete all work term requirements in order to receive the co-op designation.

Each undergraduate program, with the exceptions of Engineering and Kinesiology allows for one probationary period. Please refer to your specific faculty section for details. If students do not satisfy the academic requirements after one academic semester of probation, they will be required to withdraw from the co-op program and continue (grades permitting) in the non-co-op stream of their program. Students on probation will be permitted to participate in the job competition process.

Graduate students in the Master of Science in Computer Science Co-op program are not allowed a probationary period.

NOTE: If a student has secured a work placement prior to academic review and is required to withdraw due to academic standing, the student must complete their work term. A pass or fail grade will appear on the student’s transcript for the work term started.

Program Specific Information

Business Administration

Business co-op students must maintain full-time academic status and satisfy the following:

1. Must maintain a minimum major average of 70%, and
2. Must maintain a minimum cumulative average of 65%.

***Probationary Period - Grades will be checked in January, May and September. After review of Fall Year 1 grades, a warning letter will be sent to students who have a major average that is less than 70%. After review of Winter Year 1 grades, students who have a major average between 67-69.9% will be put on co-op probation until the end of Fall Year 2. Year 2 students who receive the following:

1. No more than one outstanding (F) grade, and
2. A minimum major average of 67%, and
3. A minimum cumulative average of 63%,

will be placed on probation for one academic semester. Students will be granted only one probationary period. If the students GPA is not at the minimum level after the probationary period has expired, then the student will be required to withdraw from the co-op program.

Business/Computer Science

Business/Computer Science co-op students must maintain full-time academic status and satisfy the following:

1. Must maintain a minimum major average of 70%, and
2. Must maintain a minimum cumulative average of 65%.
Probationary period - Grades will be checked in January, May and September. After review of Fall Year 1 grades, a warning letter will be sent to students who have a major average that is less than 65%. After review of Winter Year 1 grades, students who have a major average between 65 – 69.9% will be put on co-op probation until the end of Fall Year 2. Year 2 students who receive the following:

1. No more than one outstanding (F) grade, and
2. A minimum major average of 65%, and
3. A minimum cumulative average of 63%,

will be placed on probation for one academic semester. Students will be granted only one probationary period. If the students GPA is not at the minimum level after the probationary period has expired, then the student will be required to withdraw from the co-op program.

Sequencing for both Business and Business/Computer Science

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Study</td>
<td>Study</td>
<td>Off</td>
</tr>
<tr>
<td>Year 2</td>
<td>Study</td>
<td>Study</td>
<td>Work</td>
</tr>
<tr>
<td>Year 3</td>
<td>Study</td>
<td>Work</td>
<td>Study</td>
</tr>
<tr>
<td>Year 4</td>
<td>Work</td>
<td>Study</td>
<td>Study</td>
</tr>
</tbody>
</table>

Students may choose to change their work/study sequence to accommodate an employment opportunity. This must be discussed with their Coordinator and approved by Odette School of Business.

Computer Science (Undergraduate)

Computer Science (Undergraduate) co-op students must maintain full time academic status and satisfy the following:

- Must maintain a minimum major average of 65%*;
- Must maintain a minimum cumulative average of 60%.

*Probationary Period – Students who receive the following:

1. No more than one outstanding (F) grade, and
2. A minimum major average of 60%

will be placed on probation for one academic semester. Students will be granted only one probationary period.

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Study</td>
<td>Study</td>
<td>Off</td>
</tr>
<tr>
<td>Year 2</td>
<td>Study</td>
<td>Study</td>
<td>Work</td>
</tr>
<tr>
<td>Year 3</td>
<td>Study</td>
<td>Work</td>
<td>Study</td>
</tr>
<tr>
<td>Year 4</td>
<td>Work</td>
<td>Study</td>
<td>Work</td>
</tr>
<tr>
<td>Year 5</td>
<td>Study</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Computer Science (Graduate)**

Students in the Master of Science in Computer Science Co-op program must maintain full-time academic status and a cumulative average of 70%.

Recruitment and selection into the co-op element of this program will take place in each of the fall, winter and summer semesters. Admission and pre-employment readiness training will be held in one semester, students will compete for positions in the next semester and complete one eight-month placement (equivalent of two work terms) in the following two semesters. To be eligible, students must have completed one semester of study prior to applying for admission, cannot be on a leave of absence in the two terms immediately prior to the work terms and have at least one semester of study remaining upon the completion of their placement.

**Engineering**

It is expected that students will follow the standard course sequencing of their program. Changes to the course sequencing to accommodate co-op, must be approved by Faculty.

Engineering co-op students must maintain full-time academic status and satisfy the following:
- Must maintain a minimum cumulative average of 60%.
- Not more than one outstanding (F) grade in the evaluation period.

**Engineering (All Programs, except Environmental Engineering and Industrial Engineering)**

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Study</td>
<td>Study</td>
<td>Work/Off</td>
</tr>
<tr>
<td>Year 2</td>
<td>Study</td>
<td>Study</td>
<td>Work</td>
</tr>
<tr>
<td>Year 3</td>
<td>Study</td>
<td>Work</td>
<td>Study</td>
</tr>
<tr>
<td>Year 4</td>
<td>Work</td>
<td>Study</td>
<td>Study</td>
</tr>
</tbody>
</table>

**Industrial Engineering**

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Study</td>
<td>Study</td>
<td>Work/Off</td>
</tr>
<tr>
<td>Year 2</td>
<td>Study</td>
<td>Study</td>
<td>Work</td>
</tr>
<tr>
<td>Year 3</td>
<td>Study</td>
<td>Study</td>
<td>Work</td>
</tr>
<tr>
<td>Year 4</td>
<td>Work / Study*</td>
<td>Work / Study*</td>
<td>Work / Graduate*</td>
</tr>
<tr>
<td>Year 5</td>
<td>Study*</td>
<td>Study*</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

*Only for students who have completed 3 summer co-op work terms in years 1-3. All other students must complete an internship after third year and graduate one year later.*
Environmental Engineering

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Study</td>
<td>Study</td>
<td>Work/Off</td>
</tr>
<tr>
<td>Year 2</td>
<td>Study</td>
<td>Study</td>
<td>Work</td>
</tr>
<tr>
<td>Year 3</td>
<td>Study</td>
<td>Study</td>
<td>Work</td>
</tr>
<tr>
<td>Year 4</td>
<td>Work</td>
<td>Study</td>
<td>Study</td>
</tr>
</tbody>
</table>

Kinesiology

Kinesiology co-op students must maintain full-time academic status and satisfy the following:

- Must maintain a minimum cumulative average of 60%.

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Study</td>
<td>Study</td>
<td>Off</td>
</tr>
<tr>
<td>Year 2</td>
<td>Study</td>
<td>Work</td>
<td>Study</td>
</tr>
<tr>
<td>Year 3</td>
<td>Work</td>
<td>Study</td>
<td>Study/Work/Off</td>
</tr>
<tr>
<td>Year 4</td>
<td>Study</td>
<td>Study</td>
<td>Study/Work/Off</td>
</tr>
<tr>
<td>Year 5</td>
<td>Study</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Physics

- Must maintain a minimum major average of 65%
- Must maintain a minimum cumulative average of 65%

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Study</td>
<td>Study</td>
<td>Study / OFF</td>
</tr>
<tr>
<td>Year 2</td>
<td>Study</td>
<td>Study</td>
<td>Work</td>
</tr>
<tr>
<td>Year 3</td>
<td>Study</td>
<td>Work</td>
<td>Study</td>
</tr>
<tr>
<td>Year 4</td>
<td>Work</td>
<td>Study</td>
<td>OFF / Start MSc. / Study</td>
</tr>
</tbody>
</table>

Work/Study Sequence Change Requests

Students who wish to deviate from the standard work/study sequence for their program accept the following:

- I understand that before I apply for and ultimately rank or accept a position that would cause me to deviate from the standard work-study sequence for my program, it is my responsibility to ensure that this is permitted within my program guidelines (see guidelines below).
• No student will ever be permitted to complete more than six work terms. However, some programs have additional restrictions (see guidelines below).

• I recognize that each 3 to 4 month period of confirmed co-op employment is considered to be one work term and therefore each 3 to 4 month segment of an extended placement counts as a separate work term.

• I understand that placements that are strictly prohibited by my program’s maximum number of allowable work terms will not be confirmed. I understand and am bound to honour all other commitments I make to an employer.

• **If I choose to change my original work-study sequence in any way (even within the guidelines listed below), I accept that issues related to course availability for my future study terms may lead to delays in graduation and I take full responsibility for such delays.**

• I further understand that if I secure such a placement, I will need to complete a “Work –Study Sequence Change" form that will outline my new sequence and the timing of future work terms. Failure to do so will result in an inability to view jobs in the next job competition.

• I understand that I should see a faculty advisor regularly.

Current guidelines are as follows:

| Business and Business / Computer Science | Extended work terms of up to 12 months are possible, but may have implications for course selection and delays in graduation. Once students have completed three work terms, they will not be allowed to have any additional co-op work terms.

<table>
<thead>
<tr>
<th>Example: Scenario</th>
<th>Work Term 1</th>
<th>Work Term 2</th>
<th>Work Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4 months</td>
<td>4 months</td>
<td>4-8 months</td>
</tr>
<tr>
<td>2</td>
<td>4 months</td>
<td>8-12 months</td>
<td>Not eligible</td>
</tr>
<tr>
<td>3</td>
<td>8 months</td>
<td>4-8 months</td>
<td>Not eligible</td>
</tr>
<tr>
<td>4</td>
<td>12 months</td>
<td>Not eligible</td>
<td>Not eligible</td>
</tr>
</tbody>
</table>

| Computer Science (Undergrad) | Extended work terms of up to 16 months are possible, but may have implications for course selection and delays in graduation. See chart below. |

| Computer Science (Graduate) | An extended work term of 8 months is standard. Students that complete only 4 months of work in their first placement, will have the option to change their sequencing to allow for another 4 month work term. Students cannot exceed 8 months of work. |

| Engineering | Extended work terms of up to 16 months are possible but may have implications for course selection and delays in graduation. |

| Kinesiology | Extended work terms of up to 16 months are possible but may have implications for course selection within certain semesters and delays in graduation. |

| Physics | Extended work terms of up to 16 months are possible but may have implications for course selection within certain semesters and delays in graduation. |
Students wishing to change their work/study sequence must submit a formal written request through the Student Success Centre within set deadline dates. The process and deadline for each type of sequence change is outlined below.

<table>
<thead>
<tr>
<th>Reason for Change</th>
<th>Process</th>
<th>Deadline for Submission</th>
</tr>
</thead>
</table>
| Accepted an Extended Placement             | - Student submits Parts 1 and 2 of the Work/study Sequence Change Form (available in the resources section of the myCareer website). Failure to do so will result in ineligibility for future job competitions. | - April 1 (for summer placements)  
- August 1 (for fall placements)  
- December 1 (for winter placements) |
| Note:                                      |                                                                         | Note: If a student is placed very late in the job competition, it is possible that he/she will not be able to meet these deadlines. Late forms will be accepted for those students |
| Extend Current Placement                   | - Student completes Parts 1 and 2 of the Work/study Sequence Change Form and submits it to the Co-op Program Coordinator via office hours.  
- If it meets basic co-op standards, the student will be instructed to complete Part 3 of the Work/study Sequence Change Form and obtain the signature of a designated faculty advisor. The student will return the approved form to the Co-op Program Coordinator.  
- The student will return the approved form to the Co-op Program Coordinator, with the following documents: copy of their university financial statement showing a credit or zero balance and proof of offer (ex. Email from employer, copy of offer letter). International students must also include date that work permit expires. | - May 1 (to extend from winter to summer)  
- September 1 (to extend from summer to fall)  
- January 5 (to extend from fall to winter) |
| Any Other Reason (eg. to accommodate a student exchange) | - Student completes Parts 1 and 2 of the Work/study Sequence Change Form and submits it to the Co-op Program Coordinator via office hours.  
- If it meets basic co-op standards, the student will be instructed to complete Part 3 of the Work/study Sequence Change Form and obtain the signature of a designated faculty advisor. The student will return the approved form to the Co-op Program Coordinator. | - First Friday of classes of the semester in which the student intends to compete |
Please note that students cannot graduate on a work term in their final semester. There are post work term requirements that students must successfully complete (ie. Work term report, work term presentation, group reflection session) in order to receive a passing grade for the work term. This is keeping with CAFCE (Canadian Association for Co-operative Education) guidelines.

Students who have been granted a work/study sequence change are responsible for revising their course sequencing. Students are advised that the change may delay graduation.

Undergraduate students who are eligible to complete 4 work terms and wish to opt out of completing a 4th work term must submit their request in writing to their Program Coordinator by the first Friday of classes in the study term prior to the work term.

**Supplemental Work Terms:**

Each program has a standard number of work terms:

<table>
<thead>
<tr>
<th>Program</th>
<th># of Work Term Semesters</th>
<th>Standard Months of Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>3</td>
<td>12 months</td>
</tr>
<tr>
<td>Business/Computer Science</td>
<td>3</td>
<td>12 months</td>
</tr>
<tr>
<td>Computer Science (Undergraduate)</td>
<td>4</td>
<td>16 months</td>
</tr>
<tr>
<td>Computer Science (Graduate)</td>
<td>2</td>
<td>8 months</td>
</tr>
<tr>
<td>Engineering</td>
<td>4</td>
<td>16 months</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>4</td>
<td>16 months</td>
</tr>
<tr>
<td>Physics and High Technology</td>
<td>3</td>
<td>12 months</td>
</tr>
</tbody>
</table>

A supplemental work term is defined as any four month period of confirmed co-op employment that is over and above the standard number of work terms associated with that program.

In all undergraduate programs, supplemental work terms will only be allowed when they arise from either of the following circumstances:

a. A student accepts an extended co-op placement that places him/her over the standard number of work terms allowed in his/her program.
   
   Eg. An engineering student completes a work term in the summer of Year 2, another in the Winter of Year 3 and then accepts a 16 month extended work term beginning in the fall of Year 4 (the equivalent of 4 work terms). This student would have completed a total of 6 work terms, two over the standard number of work terms in Engineering.

b. A student wishes to extend a current placement and that extension would place him/her over the standard number of work terms.
   
   Eg. An engineering student completes a work term in the summer of Year 2, another in winter of Year 3 and a third in the fall of Year 4. During that final placement, his employer wishes to add an additional two work terms onto the placement (bringing it to a 12 month extended co-op placement). This student would have completed a total of 5 work terms, one over the standard number of 4 work terms in Engineering.

Undergraduate students will never be permitted to have more than a total of six work terms. If students do receive an offer for a position that puts them over the cap, we will have to explain the student’s maximum availability to the employer. This may result in a withdrawal of the offer of employment.

**Special instructions for Business and Business Computer Science Students:** Once students have completed 12 months of experience, they are ineligible for additional placements. Exceptions are possible only in that students who have not completed the equivalent of three work terms (12 months of
experience) will be allowed to complete an additional work term with no stipulations on the length of that work term. Extensions to current work terms will only be considered when they are at the request of the employer. Students would be referred to complete the "Work Study Request Change Form".

<table>
<thead>
<tr>
<th>SCENARIO</th>
<th>WORK TERM #1</th>
<th>WORK TERM #2</th>
<th>WORK TERM #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4 months</td>
<td>4 months</td>
<td>4 - 8 months</td>
</tr>
<tr>
<td>2</td>
<td>4 months</td>
<td>8-12 months</td>
<td>Not eligible</td>
</tr>
<tr>
<td>3</td>
<td>8 months</td>
<td>4-8 months</td>
<td>Not eligible</td>
</tr>
<tr>
<td>4</td>
<td>12 months</td>
<td>Not eligible</td>
<td>Not eligible</td>
</tr>
</tbody>
</table>

Students in the Master of Science in Computer Science program are not permitted any supplemental work terms for any reason. This program only allows for a maximum of 8 months of work experience.

Once students have completed the standard number of work terms in their program (or any supplemental work terms that arise from the above circumstances), they will not be allowed to have any additional co-op work terms for any reason. Hence, students will not be permitted to return to a prior employer for a supplemental work term, complete a guided or independent job search for a supplemental work term or participate in the job competition for a supplemental work term.

Eg. An engineering student completes four separate four-month work terms, the last of which is in fall of Year 4. Following a return to campus for a study term in the winter of Year 4, she requests permission to return to a previous employer in the upcoming summer. This request would be denied because she has already completed the standard four work terms in the Engineering program.

Eg. A business student competes one four-month work term in summer of Year 2 and then a twelve-month work term beginning in Winter of Year 3. He then requests a work term beginning in Fall of Year 4. This request would be denied because the student had already completed the standard three work terms in the Business program.

Students in supplemental work terms will be registered in a special section of the appropriate work term course with a zero credit weighting attached to it.

**Graduation Requirements (for Undergraduate programs)**

In order to graduate with the Co-operative Education designation, students must satisfactorily complete a minimum of 3 work terms. If a student fails a work term, they may not be eligible to graduate with the Co-operative Education designation.

**Graduation Requirements (for Master of Science in Computer Science)**

In order to graduate with the Co-operative Education designation, students must satisfactorily complete the equivalent of one 8-month placement. If a student fails a work term, they may not be eligible to graduate with the Co-operative Education designation.

**Causes for Dismissal from Co-op**

Students who fail to satisfy all of the requirements of the co-op program will be required to withdraw from co-op. Additional information about the following causes for dismissal can be found in the appropriate sections of this document.
<table>
<thead>
<tr>
<th>Offence</th>
<th>Academic Consequence</th>
<th>Co-op Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failing to meet all of the academic requirements of the co-op program</td>
<td>Required to withdraw from Co-operative Education</td>
<td></td>
</tr>
<tr>
<td>Failing to pay co-op fees</td>
<td>Required to withdraw from Co-operative Education</td>
<td></td>
</tr>
<tr>
<td>Failing to successfully complete the pre-work term process as outlined in workshops, emails and this document</td>
<td>Required to withdraw from Co-operative Education</td>
<td></td>
</tr>
<tr>
<td>Contacting employers directly without first receiving permission from the Co-op Coordinator</td>
<td>Required to withdraw from Co-operative Education</td>
<td></td>
</tr>
<tr>
<td>Failing to accept the results of the ranking process in round 1 and / or quitting a placement at any point without just cause (ie prior to or during a placement)</td>
<td>F on transcript</td>
<td>Required to withdraw from Co-operative Education</td>
</tr>
<tr>
<td>Attempting to compete for another job once it has been confirmed that the student will be returning to a previous employer</td>
<td></td>
<td>Required to withdraw from Co-operative Education</td>
</tr>
<tr>
<td>Being terminated from a work term placement, with just cause</td>
<td>F on transcript possible academic censure</td>
<td>Required to withdraw from Co-operative Education</td>
</tr>
<tr>
<td>Failing to complete the post-work term process as outlined in workshops, emails and this document</td>
<td>F on transcript</td>
<td>May be required to withdraw from Co-operative Education</td>
</tr>
<tr>
<td>Failing to successfully complete the minimum number of work terms</td>
<td></td>
<td>Required to withdraw from Co-operative Education</td>
</tr>
<tr>
<td>Failing to submit work term reports by the Monday following the first week of classes following a work term</td>
<td>F on transcript</td>
<td>Required to withdraw from Co-operative Education</td>
</tr>
<tr>
<td>Failing to act in a professional and courteous manner on study and work terms</td>
<td></td>
<td>Required to withdraw from Co-operative Education</td>
</tr>
</tbody>
</table>

Falsifying, misrepresenting, or modifying in any manner any information (e.g. one’s skills, abilities, grades, GPA, education, work experience, community service, etc.) on any relevant document (e.g. resume, cover letter, transcript, etc.) will have the following consequences.

**Academic Consequences**

1) If on a work term:
   a) Possible F grade;
   b) Withdrawal from Co-operative Education;
   c) Additional disciplinary action for academic misconduct under University Senate Bylaw 31 and the Student Code of Conduct, which could range from a letter of admonition to suspension from the University.
2) If not on a work term:
   a) Withdrawal from Co-operative Education;
   b) Additional disciplinary action for academic misconduct under University Senate 
      Bylaw 31 and the Student Code of Conduct, which could range from a letter of admonition to 
      suspension from the University.

**CO-OP 101**

This mandatory non-credited course is a combination of on-line modules, in person workshops and an 
individual meeting that will provide students with the appropriate resources and tools necessary to 
develop the employment readiness skills required to be successful in the job competition process and 
subsequently in their first co-op work experience. Students in the Master of Science in Computer 
Science Co-op program who had previously completed Co-op 101 in their undergraduate degree at the 
University of Windsor may be exempted from this course and given alternate assignments.

The course will begin with a review of the Co-op Commitments and Expectations. From there, students 
will be challenged to set a career objective and develop a career map outlining steps toward success of 
that goal. Students will create a Co-op Learning Portfolio that we will transition to a Career Portfolio in 
the senior year of the program. Tools and guidance will be provided to aid students in developing a 
properly formatted resume and cover letter targeted to a specific job. We will review the best practices 
of how students should conduct themselves in an employment interview and students will then rehearse 
an employment interview utilizing our interactive on-line system. A Co-op Coordinator will meet with 
students individually to assess their employment readiness skills and to provide feedback. Students will 
learn about the importance of health and safety in the workplace and be given tips on how to be 
successful in your work placements.

The grade in this course will be based on the components listed in the “course outline”. No final exam 
will be given. A passing grade for each component is required in order to continue in the Co-op 
program.

All assignments and quizzes must be completed by the stated deadline date on the course outline.

Failure to meet the deadline dates may result in a failing grade for the course and subsequent 
withdrawal from the Co-op Program. At the discretion of the Program Co-op Coordinator, in 
consultation with the respective Faculty Representative, students may be given alternate assignments, 
provided there is just cause for missing the workshop or deadline. Supporting documentation will be 
required. These make up assignments will require additional work on the part of the student and will be 
completed during the final exam period in order to be prepared for the job competition in the following 
term.
THE PRE-WORK TERM PROCESS

Prior to a work term, co-op students will be involved in pre-work term activities which may include the following:

- Submit requested documents prior to each job competition
- Uploading documents to the myCareer system
- Applying to posted positions
- Conducting a guided job search
- Attending interviews
- Submitting employer rankings
- Information sessions / meetings / workshops

Participation in all scheduled activities is required and necessary for students to be successful in seeking employment.

**Ongoing Professional Development Activities**

Co-op students are required to participate in a series of activities designed to keep them fully informed of co-op requirements and developments, enhance their employability skills, maximize work term learning and/or enable them to receive a passing grade for the work term. Satisfactory completion of these activities is required in order for students to be eligible for their work placement. Students who are unable to attend a workshop / complete an activity must contact a Co-op Coordinator. An alternate assignment may be available in some circumstances.

Activities may include:

1. Individual or small group meetings with a Co-op Coordinator to discuss past work experience and set goals for future placements.
2. Workshops and activities that will prepare students for seeking employment and provide knowledge and skills in areas valued by industry. Workshop topics are chosen based on employer feedback and industry trends. Timeslots for these workshops will be provided to you, usually via a CLEW site (Co-op 101 or a site set up for specific work terms). You will need to schedule your optional courses and other activities around these timeslots.
3. Informational meetings that will inform students about co-op processes and procedures, provide training on our electronic Co-op & Career system, available through the student portal (https://my.uwindsor.ca), etc. by the first Friday of classes during the study term prior to the work term. Instructions and information about the myCareer system will be provided by Co-op Coordinators. Students may also refer to the student user information contated at https://my.uwindsor.ca.

**Student Eligibility to Participate in the Job Competition**

Students must meet certain criteria in order to be eligible to participate in each job competition.

1. Co-op students who owe fees to the University cannot be registered in a work term course. If financially ineligible students accept a co-op placement, many complications arise (complications related to work permits for international students, the co-op employer tax credit, etc.) These complications would eventually require that the student be removed from the work
term. Given this, the University cannot allow students who owe fees to compete in a job competition.

2. Students must review and agree to the “Job Competition Waiver Statement” via myCareer. This form informs students of program sequencing requirements and the number of work terms students can ultimately accept. Students must review and electronically agree to this form prior to each job competition to ensure that they understand what the requirements are for their program and what length of placement they can apply for. (see sections above – Work/Study Sequence Change Requests and Supplemental Work Terms for more information)

Prior to each job competition, all students scheduled to compete will receive an e-mail with instructions on how to meet the eligibility requirements. Students that do not meet the eligibility requirements by the specified deadline date will be deemed ineligible to participate in the job competition. Ineligible students are permitted to look for a co-op position on their own. Interview requests will be scheduled if the employer wishes to proceed knowing that the student is not currently eligible. However, positions will not be approved until students have submitted the waiver form and have shown financial eligibility. Students will remain ineligible for the entire job competition.

**The Job Search Process**

**NOTE:** A co-op work term must be paid, full time, related to your program and from 12-16 weeks in length. In the graduate program in Computer Science, students will complete two work terms at the same employer. All work terms are subject to approval by the University.

The following is an outline of the job search process. **We wish to emphasize that all contact between students and employers must be made through the Student Success Centre.**

1. **Guided Job Search**

One of the goals of Co-operative Education is to teach students the skills to be successful in finding challenging, career related employment upon graduation. In that spirit, students with special requests are asked to discuss this option with their Employer Relations Coordinator prior to the start of job competition.

Students are much more likely to be successful in securing a placement if they have participated in the formal competition AND conducted a guided job search.

Students who conduct a guided job search actively look for positions with the support of their Employer Relations Coordinator. The Co-op Coordinators will provide the necessary training, materials and ongoing support. In addition, we will confirm that the position meets the criteria of the academic program and complete the paperwork to finalize the placement. Such positions will not be posted to other students unless specifically requested by the employer.

Students will:

- Review Guided Job Search materials and complete the worksheets available in the resources section of the myCareer system (https://my.uwindsor.ca), including:
  - Intake Form
  - Identifying Natural Network
  - Position Confirmation Process
  - Placement Checklist
  - Job Details Form
NOTE: Students must have the approval of the Employer Relations Coordinator to contact individual companies. In the interest of maintaining solid relationships, students will not be permitted to contact current employers or employers who are currently under development by the Co-op Education.

In order for employment to count as a co-op placement, it must meet certain criteria. If you have been offered a position that you would like to count as a co-op placement, you will need to provide us with some basic information about the position and the employer according to a set process and deadline dates. A Co-op Coordinator will need to verify that information in order for the position to be accepted as a co-op placement.

Under no condition is a student to accept an employment offer without first notifying their Employer Relations Coordinator.

2. Job Competition

Participation in all scheduled activities is required and necessary for students to be considered an active participant in co-op and be successful in seeking employment. Students will start competing for jobs at the beginning of the study term prior to the work term. A list of posting dates will be provided to the student prior to the job competition.

The job competition schedule is available on-line via the myCareer system (https://my.uwindsor.ca).

During “official rounds”, job opportunities are posted according to specific schedules. It is critical that students adhere to the deadline dates and times provided. No exceptions will be allowed due to the need to get employers the applications quickly.

Students select the jobs to which they wish to apply. If requested by the employer, a Co-op Coordinator will review applications for accuracy, formatting and spelling. If an application does not meet minimum standards, the application will not be sent to the employer (see section below). Employers select the students they want to interview. Students choosing the job competition process must accept the ranking results.

If an employer requests a cover letter, the student is required to submit the cover letter via the myCareer system available through the student portal (https://my.uwindsor.ca). However, if a cover letter is not requested, the student may elect to submit a cover letter in order to expand on their qualifications. All cover letters must be received by the deadlines provided. If an employer requests a document outlining courses taken and grade achievement, students will create this document by uploading a Record of Academic Progress generated through the myCareer system. Serious consequences will apply should students falsify their grades on their document including possible prosecution under University by-laws and being removed from the co-op program.

Students should be aware that the job search process may vary depending on the nature and timing of the academic program. For example, students in small programs may require a more customized approach because large pools of positions are difficult to secure for a small number of students.
Guidelines for Application Screening and Removal

Employers may ask us to screen their application packages prior to sending them out. In this scenario, we will not send out your application:

- if it has 3 or more errors, including spelling errors, serious formatting errors or incorrectly lists your degree program
- if a cover letter was required and yours includes an incorrect company name, incorrect contact name or refers to the job incorrectly
- if you included any documents that were not required with the exception of a cover letter (you may include a cover letter even if the employer did not request one)

If a cover letter was not required and you chose to submit one but it includes an error in company name, contact name or position, the cover letter will not be sent out but the rest of the application will be sent out.

If you are a graduate student whose undergraduate degree is not from the University of Windsor, a diploma from another school is an acceptable substitute for a transcript.

Due to the need to send packages quickly to employers, students will not be given a second chance to submit applications or documents.

If your application will be screened as per the above guidelines, the following statement will be included on the job posting:

"These applications will be screened by a Co-op Coordinator prior to sending them to the employer, as per the employer's request. For details on the screening and removal process, please refer to Commitments and Expectations for Co-operative Education Programs."

Required Activity Levels During the Job Search Process

History has demonstrated that students who are not actively involved in the job search process will not secure a co-op position.

Active students are students who are participating at a level that is equal to or above a pre-determined minimal level. Specifically, they are:

- Attend the Job Competition Overview meeting or submit an alternate assignment by the specified deadline date
- Submit the Job Competition Waiver Form prior to each job competition;
- Applying to a minimum of 10% of the posting co-op opportunities and/or are actively engaged in a guided job search;
- Responding to inquiries and requests made by the Co-op Education staff via email, telephone or other means;
- Attending all workshops presented by the Co-op Education and/or faculty members;
- Completing required paper work on time;
- Staying in close contact with their Co-op Coordinators through emails or office hours;
- Taking steps as outlined for the procurement of a co-op work permit (for international students only).

Inactive students are those students whose level of participation does not meet the minimum standard expected. Inactive students:
Will no longer receive assistance for the CCE in the job search process and will be blocked from viewing posted opportunities on the myCareer system;

Are still eligible to seek and secure a co-op position on their own. Be advised that all co-op positions must be approved and confirmed by the CCE (and, in some cases, by faculty members). Therefore, students must notify the CCE of a possible placement and supply their potential supervisor's contact information. The CCE will contact the supervisor and explain the requirements of the co-op program. Provided the position meets the necessary criteria, the position will count as a co-op work term. Should there be an opportunity for which an inactive student is a fit and there are no other active candidates available, the CCE will contact the student to obtain their permission to send their resume for that opportunity;

Will continue to pay co-op fees as they are still a member of the co-op program. If they secure a placement, they will pay co-op fees for the current semester and subsequent semesters (as would any other student). If they do not secure a placement, they will not receive a refund for the current semester and will be required to continue paying fees until they formally withdraw or are required to withdraw from the program.

A student will be deemed inactive for one or more of the following reasons:

Did not attend the mandatory Job Competition Overview meet or submit the alternate assignment by the specified deadline date;

He/she has applied to less than 10% of posted co-op opportunities for their program in either round 1 or 2 and/or has not begun a guided job search with an Employer Relations Coordinator;

He/she is unresponsive to requests made by the staff of the Co-op Education. This may include failure to complete required paperwork (eg. Round 2 or round 3 form) by the specified date, missing meetings or workshops with Co-op Education staff and faculty, missing interviews without cause, failing to respond to repeated calls/contact from the Co-op Education staff, etc;

He/she does not take the necessary step to procure a co-op work permit (for international students only).

Students may be deemed “inactive” at 4 points in the job competition and will be notified by a Co-op Coordinator:

- Prior to the start of the job competition;
- At the end of round 1;
- At the end of round 2;
- At the first infraction in round 3.

Please note that students who are applying directly to company websites as a result of instructions on job postings or the myCareer system should keep copies of these applications. These records may be necessary to document activity levels.

Academic Standing:

Students are advised that grades often factor in highly to the selection decisions of employers.

Academic Censure:

All sanctions resulting from academic misconduct (including, but not limited to plagiarism, exam cheating, etc) will normally be placed on the transcript with the exceptions of admonitions which are to be considered warnings. In cases where academic censures are placed on a student's transcript for a
defined period of time, students are reminded that should the censure be imposed during the period of a job competition, the censure will appear on the transcripts sent to employers.

Should employers inquire as to the meaning of the notation on the transcript, the Co-op Coordinator is obligated to define the meaning of an academic censure, however, the Co-op Coordinator cannot and will not discuss the particulars of a student's case with the employer. Obviously, this may have an impact on co-op placement opportunities and students should be prepared to address such a situation with a potential employer should this situation arise.

Confidentiality Regarding Co-op Jobs:

Employer Relations Coordinators work very hard to provide co-op students with as many meaningful experiential opportunities as possible. These opportunities are posted on the co-op section of the “myCareer” system (https://my.uwindsor.ca) and are meant for co-op students only. That is, information and co-op positions posted on this website are confidential and not for sharing with students/others not enrolled in the co-op program.

Providing others with this confidential information has many serious implications for co-op students as opportunities meant solely for co-op students can be compromised, thereby decreasing the chances of a co-op student being placed during the job competition. Breaching the confidential nature of this information also compromises the integrity of the co-op program with employers. As a co-op student participating in the co-op program, it is imperative and expected that you will not share your password to the “myCareer” system available through the student portal (https://my.uwindsor.ca), or provide access information found in this system website (such as co-op job postings, employer contact information, etc.) to those not currently enrolled in the co-op program. Given the severity of breaching the confidential nature of this information, any co-op student found compromising this expectation will be required to meet with the Director of the Student Success Centre and a faculty representative to discuss the implications of such actions.

3. Interviews

Students should check the “myCareer” system (https://my.uwindsor.ca) twice daily to determine whether or not they have been granted an interview. Often, employers will provide very little notice of their interview dates and preferences and it is the student’s responsibility to make sure that he/she signs up for interviews as soon as possible.

Students are not permitted to contact employers directly regarding their interview. Doing so may jeopardize current or future co-op positions and the relationship between the University of Windsor and employers. Students must always contact the staff of Co-op Education regarding the position and the interview.

Students are required to attend all interviews granted to them. Student’s who anticipate missing an interview for “just cause”, should inform their Co-op Coordinator immediately to determine if there is an opportunity for other arrangements. If students are absent from an interview, it will be noted in the students’ files and depending on the circumstances, may result in either loss of access to posted opportunities, scheduled interviews and the guided job search process or dismissal from the co-op program. The only exception occurs when the location of the interview is longer than a one hour drive from the University or for a scheduled test / exam during the interview time. In this instance, the student must notify the Co-op Secretary at the time the interview is being scheduled that he/she does not wish to attend the interview.
Be aware that interviews may be held on campus or on-site at the employer’s location. The location may or may not be on a local bus line. It is your responsibility to ensure that you would be able to make the necessary arrangements to attend an interview should you be selected for one before applying to a position.

Although the Co-op Education does everything possible to arrange interviews for times that do not conflict with students’ class schedules, students are often required to leave class early or arrive late. It is encouraged that students inform their professors in advance of having to do so. Students are not required to miss an exam for a co-op interview however it is the responsibility of the student to notify the Co-op Secretary of the conflict immediately at the time the interview schedule is announced.

Students should have a reference page available at the time of interview. Reference information should include: name, position title, company name, street address, city, province and postal code, phone number and email address. Make sure to contact your references to get their permission well before the interview date. Students should ensure that their own name is on the top of the reference sheet as well.

You may enquire about salaries/wages from your Coordinator during the ranking process. You cannot ask about salary during an interview.

4. **Employer Thank you Letter**

You are authorized to send a thank you letter directly to an employer if he/she provided you with a business card or his/her contact information during the interview. Do not attempt to contact any employers who did not provide you with this information and do not contact the employer for any other reason unless specifically directed to do so by a Co-op Coordinator. The staff of Co-op Education will not forward thank you letters on behalf of students.

You can access the guidelines and sample thank you letter document within the Resources tab of myCareer.

5. **The Ranking Process during Round One**

After the interview, employers are asked to rank students in order of preference. If the employer determines that a student is not suitable they do not rank that student. If employers choose to rank the students, they must rank only one student as #1 and one student #2 for each position available. The employer may then have as many #3 rankings, etc. as they wish.

*Given that students seek multiple co-op placements, employer and student rankings are confidential. Both parties can therefore interact on an ongoing basis without being influenced by the rankings from previous rounds or competitions.*

During rankings, the student will have the option to rank the employers who ranked them, or to select a guided job search option. By selecting the guided job search option, the student is choosing to decline all current job offers and pursue a guided job search. The deadline to notify their Coordinator of this option is approximately one week prior to employer rankings, as per the job competition schedule. Once the Guided Job Search option deadline has passed, students must submit rankings according to the ranking guidelines.

Students must provide employer rankings as per the instructions. Usually, this will be done via myCareer. Students who are part of the GJS, may be required to rank in-person on student ranking day. Specific ranking results will not be disclosed to students. However, students will be informed
whether or not they have been ranked by the employer that interviewed them. All student rankings are
due by 11:00 am on student ranking day.

Students will be asked to rank the employers in order of preference. Students can only give one
employer a #1 ranking. The students may then have as many #2 rankings, #3 rankings, etc. as they
wish. The sum of these two rankings will determine the match between students and employers. The
lowest sum will determine the match. In the case of a tie, the software will create the placement that
creates the most additional placements for other students. If a tie still exists, the placement will be
awarded to one student according to the computerized system.

On ranking day, only one not interested will be permitted. As well, students are only allowed to decline
one offer of employment during the entire competition. Students that subsequently choose to decline
another offer of employment, will no longer be eligible to participate in the job competition.

Students must accept the results of the matching process. The Co-op Coordinators work extremely
hard to develop relationships with employers. We expect students to be committed to their place of
employment once a match is made. Under no circumstance may a student change his/her mind after
the ranking process is complete.

NOTE: If you rank the guided job search option, you understand that you are declining all other
employers who ranked you. You may not apply to further positions posted by the Student Success
Centre and must accept this guided job search placement as binding.

NOTE: Ranking Deadline
If you do not submit your rankings by the scheduled deadline, the Student Success Centre will submit
rankings on your behalf according to unfilled jobs. You must accept the results of the matching
process.

The Student Success Centre reserves the right to make changes to the posting and ranking process.
Students are advised to check with their Coordinator for the most current information.

6. Further Rounds

Inevitably, some students will not be placed during the first round. These students will have the
opportunity to go through the process again in a "second round" or even a "third round". Second round
runs for approximately two months immediately following the end of first round. In this stage, students
apply to positions which did not get filled the first time around and new positions that become available.
Jobs will be posted twice per week and there will be a continuous ranking process. Specific dates and
times will be provided to students by their Coordinator. During the third round, the Co-op Coordinator
will automatically submit a student's resume based on the information the student provides on the
"placement intent" form. Students who wish to continue competing must complete this form. Students
are required to attend all interviews as indicated on the placement intent form. Students will be notified
of any changes related to this process by their Coordinator.

NOTES:
1) Only "unplaced" students may participate in further rounds. Students should approach each round
hoping to get placed and not wait for what may be available during the next round.
2) Each semester, a date will be set that represents the last day that a student can be confirmed into a
placement for that term. Often, this date is after the start of classes. Students who are unplaced at
the start of the semester sometimes opt to register for classes in a particular session and continue
seeking a placement for that same session simultaneously (intending to withdraw from classes if
they secure a placement). Be advised that students are responsible for any academic and fee
implications arising from this registration in classes as per the standard policies/dates for the session and program in which they are registered. Students should therefore pay close attention to academic withdrawal and fee refund dates.

Given that students seek multiple co-op placements, employer and student rankings are confidential. Both parties can therefore interact on an ongoing basis without being influenced by the rankings from previous rounds or competitions.

7. **Acceptance of Employment**

In the interest of building solid partnerships with employers, students who have accepted an employment offer (either by ranking a position in round 1 or by accepting a position either verbally or in writing) in later rounds must honour those commitments. Failure to do so will lead to being required to withdraw from the co-op program and a failing grade for the work term.

The Student Success Centre will notify the employer with the results of the matching process. Students may access placement information on the “myCareer” system (https://my.uwindsor.ca) and will be required to contact the supervisor directly to confirm placement details (starting date, dress code etc.).

8. **Returning to Previous Employer**

Just prior to the start of the job competition, students will be sent an e-mail with instructions on how to request to return to a previous employer. Students wishing to return to a previous co-op employer must complete a Placement Intent Form, submit a copy of their University financial statement showing a zero balance and sign a copy of the Job Competition Waiver form and return all completed forms by a specified deadline date. This date is typically 10 days prior to the first posting of round 1.

An Employer Relations Co-op Coordinator will then contact the employer to enquire whether or not they want to hire the student. If the return is confirmed with the previous employer, the student cannot compete for other jobs. Once a commitment is made to the employer, it is final and absolutely no changes will be allowed.

9. **Additional / Extended Co-op Work Terms**

Students should complete the number of work terms that is outlined for their particular program of study (refer to Program Specific Information in this document). Depending on their program of study, additional / extended work terms may or may not be allowed. Please refer to the section called “Work/Study Sequence Change Requests”.

10. **Placement is not Guaranteed**

The process of securing a placement must be a partnership between students and the Student Success Centre. Although every effort is made to find a sufficient number of work term positions for all students enrolled in co-op, no guarantee of employment can be made. STUDENTS ARE NEITHER ASSIGNED JOBS, NOR ARE THEY ENTIRELY FREE TO CHOOSE ONE. Securing a placement will depend entirely upon student success during the application and the interview processes. Students who limit their mobility also limit their opportunities. Academic performance, skills, motivation, maturity, and attitude also play a role in determining a student’s success in the interview process. Given that the application process is highly competitive for students from an array of faculties and other institutions, many employers emphasize the importance of a high degree of academic achievement in order to be successful in gaining employment with their organization.
Labour market conditions affect the number and kinds of employment offered for any work term. Every effort is made to ensure that an adequate number of employers are available each work term in a range of locations. The Student Success Centre will do as much as possible to develop sufficient job opportunities for students; however, the Student Success Centres DOES NOT GUARANTEE placement nor availability of positions in any particular location. While we work to develop opportunities locally, students should not assume that their work terms will be in Windsor. Securing a work term position is ultimately the responsibility of the student. This is no different than a job search in the real world.

To increase the likelihood of success, students should:
- Prepare effective cover letters, resumes, and perform well during the interview. Workshops will be given in all of these areas.
- Apply to as many jobs as possible, in all geographic locations. Not all jobs will be in the local area.
- Apply to jobs that may not be a “dream job”, but do provide a strong set of transferable skills and contacts and serve as a “stepping stone” to other positions in the future.
- Conduct a guided job search in addition to the job competition.

It is imperative that students meet all deadlines posted during the interview process. It is the students’ responsibility to check their email and the myCareer system (https://my.uwindsor.ca) daily for information.

11. Cancellation of Placements

The Co-op Coordinators emphasize to all employers that they should not be making a job offer to a student until they are certain that they can make and keep the commitment. On a very rare occasion, employers have had to cancel a student's placement after an offer has been made and accepted by the student. Typically, this has happened because of a downturn in the economy and/or drastic changes at the company. Co-op Coordinators will advocate for the student, but letting a co-op student go is usually the very last resort for an organization and normally happens only when all other avenues have been exhausted. In this situation, the student would re-enter the job competition and Co-op Coordinators will work closely with the student in an attempt to secure other suitable employment.

12. International Placements

Students who accept an international co-op placement may experience relocation costs which would not normally be incurred by co-op students working in domestic settings. Airline flights, work permit / visa expenses, relocation expenses are just a few examples. Therefore, co-op students accepting placements outside of North America are provided the opportunity to access funding to assist with the added costs associated with accepting such a placement. Students should speak with their Co-op Coordinator to determine which funding resource would be best suited to their need. Possible funding options are:

1. Bursary for International Exchange/Co-op Placements:
   - Applications for this bursary can be obtained at the Student Awards Office
   - A needs test will be conducted by the Student Awards Office and bursaries awarded to students based on this needs testing
   - Please note that international students are not eligible for this bursary

2. Bursary for International Co-op Placements:
   - Those students who do not qualify for the bursary may complete an application for funding through the Student Success Centre. Funding through this option is limited but every effort
will be made to help as many students as possible with at least some of their travel expenses. Inquire with a Co-op Coordinator.

Students who are selected to complete their co-op work term(s) overseas must ensure that they have adequate health insurance while on their work term. Students must also attend the pre-departure orientation session sponsored by the University of Windsor International Student Centre.
Registration

Co-op students will be registered for their work terms on the University of Windsor Registrar System for each work term. The co-op work term appears on the student’s academic record/transcript as a non-credited course. Your Program Coordinator will register you for the work term once a placement has been secured.

<table>
<thead>
<tr>
<th>Co-op Program</th>
<th>Course Number</th>
<th>Work Term Number</th>
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<tbody>
<tr>
<td>Business Administration</td>
<td>04-75-205</td>
<td>1st</td>
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<tr>
<td>&amp; Business / Computer Science</td>
<td>04-75-305</td>
<td>2nd</td>
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<tr>
<td></td>
<td>04-75-405</td>
<td>3rd</td>
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<tr>
<td>Computer Science (Ugrad)</td>
<td>03-60-298</td>
<td>1st</td>
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<td></td>
<td>03-60-398</td>
<td>2nd</td>
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<td></td>
<td>03-60-497</td>
<td>3rd</td>
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<td></td>
<td>03-60-498</td>
<td>4th</td>
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<tr>
<td>Computer Science (Graduate)</td>
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<td>Engineering</td>
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<td></td>
<td>03-64-498</td>
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</tbody>
</table>

Grading of the Work Term

Students will be registered in a CLEW site during each work term. Specific guidelines and requirements for each work term will be listed on this CLEW site.

Students should always strive to exceed employer and faculty expectations. The co-op experience should not be viewed as “just another job”, but rather as an opportunity to gain valuable skills and make a positive impression on a prospective full-time employer. All students who are placed through the co-op program will be assigned a (P)assing or (F)ailing grade for each work term. The grade will be based on whether or not the student successfully completes the following:

i Attendance at all professional activities, workshops, information meetings and individual meetings in the academic term prior to the work term.

ii Submission of the Learning Contract which consists of the Work Term Information (in myCareer) and Learning Objectives.

iii Work Term Assessment.

iv Work Term Assignment or Report (will vary by work term).
Students who fail to meet all the requirements described above or who quit or are terminated from the placement will be assigned an “F” grade for the work term and asked to withdraw from co-op. They may not be eligible to graduate with the Co-operative Education designation.

Exceptions are:
• Strikes, where it is at the student’s discretion whether or not to cross the picket line.
• Leaving an employer with approval from their Coordinator.
• Student dismissed by employer “without cause” (such as lay-offs).

Until your Co-op work term grade has been determined, an IN (Incomplete) grade will be assigned. Co-op grades take one full semester when you return to campus to process.

NOTE: It is your responsibility to inform your Coordinator immediately of any problems during the work term. You are encouraged to review your evaluations on a regular basis and may request the file from your Coordinator at any time.

Learning Contract

Co-operative Education is an educational program that enables students to receive non-academic credit for on-the-job experiential learning. Co-operative Education requires that students establish objectives that specify the significant and appropriate learning which is expected to result from the work experience. Credit is given from the outcomes of the experience, not for the experience alone.

At the start of the work term, the student formulates learning objectives in cooperation with their supervisor. Approved learning objectives are required in order for the co-op student to earn credit for each co-op work term. These objectives must be submitted within the first two weeks of the work term.

Students on an extended work term must submit new learning objectives for each semester.

Work Term Assessment

The work term assessment usually takes place between week 7 and week 12 of the co-op placement. Students who have not been contacted by the Student Success Centre 10 weeks after they have started their placement should contact the centre to arrange a work term assessment. If a student is experiencing difficulties in their co-op placement, they should notify their Co-op Coordinator immediately so that an earlier work term assessment can be scheduled. Please note that summer work term assessment may take place earlier or later than “mid-term” due to the volume of students on work terms at that time.

The evaluation typically will take place via telephone, on-line or in person. Students should expect to meet with any one of the Co-op Coordinators for their assessment. The Co-op Coordinator will speak with the students and the supervisors. The goal is to get feedback from students on the quality of the placement to date, discuss challenges and opportunities and to obtain feedback from the employers on the students’ performance to date. The main objective is to make sure that the expectations of both the students and the employers are being met. In situations where either party is unsatisfied, the Coordinator will work with the students and employers to see how the situation can be improved.
The purpose of the work term assessment is to discuss:

- the student's overall job performance
- the student's achievement of learning objectives (technical and interpersonal skills)
- the work term report topic
- the student's work-related strengths and weaknesses
- the student's future career and work term goals
- any outstanding matters
- the student's development while on work term

**Employer Final Evaluation of Work Term**

The employer completes and submits an evaluation of the student's work performance at the end of the work term. The student must receive at least a satisfactory grade on the final evaluation at the end of the work term to remain in the co-op program and to receive a passing grade for the work term.

**The Work Term Report/Assignment**

Students are required to submit a work term assignment at the conclusion of each and every four-month work term. Exact requirements, deadlines, and submission process vary by program and year level. Detailed guidelines for how to write work term reports for specific programs and year levels can be found on the CLEW work term site. These assignments will normally be evaluated by a faculty member and in some cases, the employer.

**NOTE: Extended Work Term:** Students on an extended work term can usually either submit one work term report at the end of each semester or one larger work term report upon their return to campus. Should students elect to do one larger work term report, the length must be representative of the number of work terms. For example, a student on an 8-month extended work term would submit a work term report that is double the length of the specified report requirements. Other assignments may be necessary. Details are available through your Co-op Coordinator. Business, Business/Computer Science, and Computer Science work term report guidelines vary based on the year level of each work term. For this reason, these students may not be able to submit an extended report. The specific guidelines will be listed on the CLEW work term site.

It is no more acceptable to submit a work term report late than it is to submit an academic term paper late. Students that miss the deadline will be required to submit a letter of appeal to their Associate Dean with an explanation of the extenuating circumstances that caused them to miss the deadline. Upon review of your letter of appeal, the Associate Dean will decide one of the following penalties:

- a letter may be placed in your file,
- your report will not be accepted and you will receive an F grade,
- your report will not be accepted and you will be required to withdraw from Co-operative Education.

In extenuating circumstances, the report may be accepted without penalty.

**NOTE:** Business and Business/Computer Science students should be aware that an F grade will be automatically assigned to late reports/assignments unless the late submission is approved by faculty prior to the due date. Students receiving an F grade are entitled to the grade appeal process as with any other academic course. Students who receive an F grade without successful appeal are required to withdraw from Co-operative Education.

Physics Co-op students complete a Work Term Poster Presentation Session in lieu of a work term report and presentation.
**Work Term Presentation/Reflection Session**

After students return from each work term, they will normally be required to make a 5-10 minute presentation, followed by a question and answer period. These presentations are evaluated by faculty members and/or a Co-op Coordinator based on content, presentation skills, and the ability of the student to answer questions on their topic. The exact requirements for these presentations vary by program and year level.

Students returning from an extended placement (ie, 8 months – 16 months) will be required to complete a 20 minute presentation upon their return to campus. Business and Computer Science student requirements may vary and will be listed on your work term CLEW site.

Business and Business/Computer Science students will be scheduled to attend a Work Term Reflection session, which will be facilitated by the Co-op Coordinator during the first month of classes following their work term. Each student will be asked to speak for five minutes to share his or her personal observations and reflect on what they have learned during their work term (no PowerPoint or other visuals will be required). This will constitute your work term presentation. The Co-op Coordinator will then lead a discussion to assist students in drawing parallels between their courses and what they have observed throughout their work term.

**NOTE:** Work term presentations are treated as an academic test or exam. Students are expected to appear on time and dressed appropriately for their assigned session. Only in the event of documented illness or other allowable reasons would a presentation be rescheduled. Should students be late or not show up for their presentation without just cause, an F grade will be assigned to the students work term.

*Physics Co-op* students complete a Work Term Poster Presentation Session in lieu of a work term report and presentation.

**Co-op Learning Portfolio**

Undergraduate students must maintain a Co-op Learning Portfolio throughout their co-op program. This portfolio is a collection of materials that documents learning over time, provides evidence of accomplishments, skills and abilities, illustrates scope and quantity of the student’s experience/training and can be adapted upon program completion to serve as a Career Portfolio.

Students will gain the following from developing a learning portfolio?

- **Confidence** through recognition of your achievements and experiential learning experiences.
- **Insight** into your accomplishments and personal successes.
- **Clarity** and documentation of your qualifications, with a chronological account of academic and professional achievements.
- **Greater understanding** of yourself, and your career goals and expectations.
- **Direction** in defining areas where improvement or change is needed.

Details and guidelines on how to prepare and update the Co-op Learning Portfolio will be provided during Co-op 101 and on the CLEW work term sites.

**GENERAL INFORMATION**

**International Students**

International co-op students who wish to work off campus must have proper work authorization. A workshop will be held for international students to explain the process of obtaining a work permit.
NOTE: A copy of your work permit and proof of a valid social insurance number must be given to your Coordinator and your employer before you can start your work term.

International students who will be applying for their co-op work permit through the Canadian Consulate in Detroit (with the support of the CCE staff) will be assigned a date and time to submit required documents. Failure to attend work permit meetings / clinics or to submit required documents will result in the inability to work in Canada.

Health Insurance Coverage for International Students

Students enrolled in a co-op work term are NOT automatically covered or charged for the Green Shield Health Insurance Plan, as the system does not recognize if the student is or is not residing in the province. It is mandatory for all international students to have health coverage while enrolled in University of Windsor programs and that this applies to all co-op work terms. Students that do not obtain such coverage through the International Student Centre, may be removed from his/her co-op placement immediately. Please contact the International Student Centre for cost information. Students who have alternate insurance must provide proof of this insurance. Students not currently residing in the province must notify the International Student Centre to be taken off the Green Shield Health Insurance Plan while out of the province.

International students who wish to return to their home country for their co-op work term(s) must first have their placement confirmed by the Student Success Centre. Students must ensure that the company has completed and submitted a “Risk Audit Form” which can be accessed from the myCareer system (https://my.uwindsor.ca). This form must be signed and stamped by the company representative and submitted to the Student Success Centre for approval. The Co-op Coordinator will advise if any modifications must be made prior to confirming the placement as co-op.

Workplace Safety and Insurance Coverage While on Co-op Work Term

Note: The information below is for general informational purposes only and does not constitute legal advice. The University makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of the information contained in or linked to the statements below.

Workplace Safety & Insurance is a no-fault accident insurance system for work-related injuries or illness. The Workplace Safety & Insurance Act covers many, but not all, workplaces in Ontario. As a student worker, you may receive benefits, providing your employer pays Workplace Safety & Insurance premiums.

Workplace Safety & Insurance coverage starts on the first day of your work term. As soon as you go on the payroll, your earnings are declared to the Workplace Safety & Insurance Board. Your employer pays all of the premiums.

If you are injured or become ill on the job, you will be paid 85% of your net average earnings, under current regulations. The maximum payment may change. Medical aid costs are also covered.

If you are hired under contract by the University of Windsor, the University’s liability insurance and Workplace Safety & Insurance may cover you.

Should you be injured on the job, your employer must fill out a Form 7. By signing the form, you apply for Workplace Safety & Insurance Board benefits and authorize the release of your medical information. If there is a delay in reporting to the Workplace Safety & Insurance Board, the employer is penalized.
It is imperative that you report workplace injuries to your employer immediately. If you claim benefits, inform your Co-op Co-ordinator as soon as possible.

Some of the industries that have been or are currently exempt from Ontario Workplace Safety and Insurance coverage are:

- Banks, trusts and insurance companies
- Private health care practices (like doctors and chiropractors
- Trade unions
- Private day care centres
- Travel agencies
- Clubs (like health clubs)
- Photographers
- Barbers, hair salons and shoe shine stands
- Taxidermists
- Funeral directing and embalming

These industries do not have to provide alternate coverage for their employees. However, without any coverage, an employee can sue the company if they are injured.

If you will be completing a work term outside of Ontario for an Ontario-based employer, you will be covered by WSIB for up to six months. If your work term extends beyond six months, you must apply to extend WSIB coverage (subject to WSIB approval).

If you will be completing a work term outside of Ontario for an employer not based in Ontario, it is your responsibility to determine whether or not there is a similar plan in the jurisdiction in which you will be working. Your employer can help you with this.

If you are being paid by an honorarium, stipend or scholarship, you may or may not be eligible for WSIB. Please visit a Co-op Coordinator during office hours to discuss your particular situation.

Please note that in some cases, it may be possible for the University of Windsor to arrange for some basic insurance coverage where WSIB is absent. Please visit a Co-op Coordinator during office hours if you would like to explore this possibility for an upcoming work term.

**Special Needs**

Students with special needs who require information or support should check with one of the following staff members:

1. Engineering/ Sciences: Kate Scanlan
2. Business/ Kinesiology/ Graduate Programs: Romina Oulevey

**Professionalism**

Students are acting as representatives of the University. They must act in a professional, mature manner at all times. A positive attitude will help maximize the learning opportunity and the overall co-op experience.

By accepting the employers' offer of employment, students are agreeing to abide by all of the rules, regulations and policies of these employers.

**NOTE:** The following are some guidelines of work term ethics:
Confidentiality:
Some employers will ask you to sign an oath of confidentiality in order to protect the rights of their clients. Even if your employer does not require a signed declaration, you should avoid discussing the company’s business, clients and competitors outside the workplace.

Stick to Business:
- Do not make personal phone calls, send personal emails or texting during company time.
- Use the company’s letterhead for approved business only.
- Do not take office supplies home for your own use.
- Do not send personal information via the company’s email or internet.
- Do not surf the internet during company time.

Treat Others with Respect:
- Do not make offensive jokes or use offensive language.
- Do not get involved in gossip or office politics.
- Be honest.
- Remember, you may not agree with a company’s culture but you must remember that you are there to gain as much experience and as many skills as you can in a professional and ethical manner.

Taking Courses during the Work Term

It is not recommended that co-op students take courses while on work term, however, under specific restrictions, students can take one course.

Students who want to take a course during the work term must have approval from their Co-op Program Coordinator and their Faculty. The “Course Request” form can be found online in the Resource section in myCareer and as well as the CLEW site. Course requests will only be approved under the following conditions:
- Classes cannot be during working hours;
- Students must be able to attend classes;
- Only one course will be approved;
- Permission to take a course at another University is granted only on an exception basis.

Note: Under no circumstances will exceptions be made to the above requirements. Students are not permitted to ask employers for approval to take time off work to attend classes. Even with the employer’s approval, such requests will be denied and students will be de-registered from the course.

Students in the Master of Science in Computer Science Co-op program cannot take courses while on work term.

Appeals/Problems

Any concerns regarding the administration of the program should first be directed to a Co-op Coordinator. The issue may then be directed to the Director of the Student Success Centre. In some cases, students may have the opportunity to appeal to a neutral third party or appropriate committee.

If a student no longer meets the academic requirements to remain in the co-op option of their program, they do have the opportunity to appeal this decision by a specified deadline. Please be advised that the
appeal of this decision refers solely to remaining in the co-op program. Appeals that pertain to remaining in the honours option of their program are a separate issue that must be handled by the Academic Standing Committee of the faculty for their respective program.

**Student Files and Release of Information**

A co-op student file is maintained for each student enrolled in Co-operative Education. This file contains all information relating to co-op including work term evaluations, assessments of work term reports, etc. By registering in the co-op option, students agree that academic transcripts and pertinent information from their files will be part of the application package and may be available to potential employers.

**Scholarships/AWARDS**

Scholarship/Awards recipients are asked to contact the Office of Student Awards and Financial Aid with respect to their status. Normally, scholarship/awards are deferred while a student is on work term and re-instituted upon their return to academic studies.

**WITHDRAWING FROM CO-OP**

Withdrawal from the co-op program will be granted on an exception basis only. Students wishing to withdraw from co-op must meet with their Program Coordinator to complete a form. **The only time a student may withdraw from an undergraduate co-op program without further fee payment implications is by the 1st Friday of classes after their first co-op work term.**

Students who withdraw from Co-operative Education at any other time will be liable for paying the co-op fee for the term in which they are dropping and one additional term. This will help offset the costs of developing another student for placement as well as maintaining relationships with employers who may be disappointed at the loss of the student whom they selected.

Once students have accepted an offer of employment for a work term, they must remain in the co-op program until they have completed their work term requirements. Failure to complete the work term requirements will result in a failing grade for that work term.

**Communication**

Regular communication between the Co-op Secretaries/Coordinators and students is required. Please note:

a) We must have the students' current addresses, phone number and email address at all times (students are asked to update their registration information on the “myCareer” system through the student portal (https://my.uwindsor.ca) when changes occur). Please note that we will only accept a University of Windsor email account due to difficulties ensuring the receipt of messages on other systems.

b) It is the student’s responsibility to check his/her email daily (twice daily during interviews) even when on a work term as well as the “myCareer” system through the student portal (https://my.uwindsor.ca).

c) Students are always encouraged to meet with their Coordinator to discuss issues/concerns.

d) In case of an emergency and when a Co-op Coordinator is not available, students are advised to call the main office 519-253-3000 ext. 3895 for assistance.
Office Hours

Co-op Coordinators hold office hours and/or drop-in hours during which they will see students. No appointments are necessary for drop-in hours. This system enables the Coordinator to devote a sufficient amount of time to individual students while balancing other responsibilities such as employer relations, student evaluation and assessments, workshop development, etc.

You will get out of the co-op experience what you put in... make the most of it.