UVic Co-operative Education and
Work Experience Programs
Terms and Conditions of Participation

The purpose of this agreement is to assure procedural fairness for individuals by articulating a core set of principles governing all Co-operative Education students, as well as Work Experience students (herein after referred to as “Co-op”). You should familiarize yourself with the general and program-specific regulations listed in the UVic Undergraduate and/or Graduate calendars. The following terms and conditions are in addition to and/or highlight the regulations listed in the calendar(s), and are designed to comply with the requirements of the BC Freedom of Information and Privacy Act.

A. Once accepted into the Co-op program:
1. I will attend and complete a Professional Practice course, consisting of seminars, workshops and/or on-line material, prior to undertaking my first work term, and as specified by my Co-op program. With permission of my Co-op program, this course may be completed while participating in the placement process for the first time.
2. I understand that prior to each placement process, I am required to provide the Co-op office with an updated résumé and that I will participate in a job search planning meeting, either in-person or via phone/email/Skype, with my Co-op Coordinator.
3. I will sign all work term registration forms when asked to do so by my Co-op program. I understand that these forms will be used to officially register me in my work terms and copies will be kept on my file.
4. I understand that I will be required to use my UVic email account as this is the primary way I will be contacted regarding interviews, offers of work term placements, and important Co-op notices.
5. To maintain my Co-op status I must at all times be registered as either a full-time student in an academic term or on a work term. A leave of absence (i.e., temporary withdrawal) from the Co-op program must be arranged in advance with my Co-op program. To achieve the greatest learning benefit from my Co-op program, I agree to follow the academic/work term schedule as required by my Co-op program, and will seek written approval from my Co-op program if changes are required.
6. I agree to make a commitment to complete all required work terms for my Co-op program. However, I do understand that if I am in an optional (non-mandatory) Co-op program, I am able to withdraw from my Co-op program, but not while on a work term, not after the employer’s offer has been accepted, and/or not after placement has been confirmed for any subsequent work term with the same employer. I must inform my Co-op coordinator, in writing, to request a withdrawal.
7. I understand that to participate and continue in the Co-op program, I must maintain an acceptable academic standing according to the regulations of my program.
8. I understand that there may be other prerequisites, which must be fulfilled according to the timeline of my Co-op program (students should check program-specific regulations listed in the Calendar).
9. I understand that work term placements cannot be guaranteed, and that the likelihood that I secure a placement is directly related to the effort I apply to my job search process.

B. While looking for a work term:
1. I agree to apply for a wide range of Co-op positions, including those outside Victoria, until I have secured a work term. I understand that participation in the Co-op program may require me to accept positions anywhere in Canada and to pay, where required, the necessary travel expenses to relocate. If I have any restrictions concerning job duties, location, or travel, I will discuss these with my Co-op Coordinator.
2. I understand that the Co-op posting web pages on the Co-operative Education Program & Career Services Portal (Learning in Motion) are password protected. Consequently, I agree to not share any information about Co-op postings or employers with any other individual. I understand that if I fail to maintain the security of the Co-op & Career Portal, I will be dismissed from the Co-op program.
3. I agree not to solicit positions from established Co-operative Education employers directly on my own behalf.
4. I agree to advise my Co-op Coordinator if I am pursuing my own job development. If I develop my own job I understand that the Co-op program must approve the position, and that to facilitate this approval, I must submit supporting documentation (job description and employer letter of offer) to my Co-op Program before commencing the work term. Failure to do this may result in the work term not being approved and registered.
5. I agree to attend all interviews with employers that have selected me as a candidate, until such time as I have accepted a work term placement. If I have completed an interview, and I no longer feel the opportunity is suitable for me, I will
contact my Co-op Coordinator immediately to discuss my reasons. If appropriate, I will be withdrawn from the competition.

6. I will not accept a job offer directly from an employer during an interview, which has been set up by the Co-op office, without first consulting with my Co-op Coordinator.

7. If offered a position via the Co-op office, I agree to accept or decline this position within 24 hours. I understand that I may not decline more than one position obtained through the Co-op program in a term. If I decline a second position, I understand that I am no longer eligible to apply to postings on the Co-op & Career Portal and must find my own work term placement for that term. If I am considering declining a position, I will contact my Co-op program to discuss my reasons.

8. I understand that work terms are paid employment and reflect the employer’s salary scale and the student’s level of training and experience. By accepting a job offer, I am agreeing to the salary as stated by the employer.

9. I understand that the Co-op Office is under no obligation to post Co-op positions or approve self-placements that it believes to be unsuitable.

10. I understand that when I accept a work term, which I have found through the Co-op program (eg. from previous Co-op work term, the Co-op & Career Portal, staff, or other Co-op resources), I am committing to undertake and complete that work term, normally 15 weeks in duration, and a minimum of 12 weeks.

C. While on a work term:

1. I understand that while on a work term I am representing the University of Victoria and therefore I agree to conduct myself in a professional and ethical manner, and shall adhere to the Policy on Academic Integrity as outlined in the UVic calendar(s). Academic integrity violations covered by this policy can take a number of forms, including the following: plagiarism, multiple submission, falsifying materials subject to academic evaluation, cheating on work, tests, and examinations, and aiding others to cheat.

2. I understand that where there are reasonable grounds to believe that my conduct or lack of competence during a work term has adversely affected or may adversely affect the interests of an employer, the Co-op Program, or the University, I may be required to withdraw temporarily from a work term or from the Co-op Program pending the receipt of a report on my conduct or lack of competence. Upon receipt of the report, I may be reinstated or required to withdraw permanently from the work term or from the Co-op Program. If I am not satisfied, I understand that I may appeal the decision by following the Student Appeal Procedures as outlined in the UVic calendar(s).

3. I understand that a Co-op fee is due and payable to Accounting Services by the end of the first month of each work term (January 31st, May 31st, or September 30th), whether I found the work term through the Co-op program or if it was self-developed.

4. I understand that since work terms are considered to be a full-time course of studies, students may not enroll in courses while on a work term. With the agreement of my coordinator and my employer, and faculty member if required, I may be permitted to take one course (1.5 units).

5. I understand that my Co-op Coordinator will conduct a work site visit, which may be on-site, or via phone/email/Skype, approximately halfway through each work term. Coordinators meet with both the student and the supervisor during the visit, and I am required to complete all assessments and evaluations as provided to me by my Co-op program.

D. After the work term:

1. I understand that I am required to submit a Work Term Report, by the due date as specified by my Co-op program (normally January, May or September). I understand that the report can be made available to other students in my Co-op program and/or to my employer. I also understand that I may be required to produce an Abstract or Executive Summary of the report. This summary, or the full Report, may be provided to my academic department for information and/or grading.

2. I understand that after each work term I may be required to attend a debriefing session, and may be required to give a presentation about my work term experience to students and/or faculty members.

3. I understand that the requirements for a passing grade for a work term include my employer’s satisfactory final evaluation and the satisfactory completion of a work term report, and I understand that my Co-op program may have additional requirements. Failure to meet these requirements may result in a failing grade (N/X or F/X for undergraduate; or N or F for graduate) and a GPA of 0 for that work term, and I understand I will not receive the 4.5 academic credits for that work term (undergraduate) or 3.0 academic credits for that work term (graduate).

E. Legal and Safety Issues

1. I understand that the Co-op program must know my immigration status in Canada for the purposes of ensuring that I am working legally in Canada and for advising potential employers who may only hire Canadian citizens. For International
Students only: I understand that I must apply for and receive an Employment Authorization (Co-op work permit), which will legally entitle me to work in Canada on a registered work term, and I also understand that as an International Student I must apply for and receive a Social Insurance Number in order to work in Canada.

I am a: q Canadian Citizen; q Permanent Resident of Canada; q International/Visa Student.

2. I understand that if I am applying for or receiving financial assistance, I am required to inform the Student Awards and Financial Aid Office of my acceptance into the Co-op Program.

3. I understand that the Criminal Records Review Act requires that anyone in the Provincial Government or working for a provincial or childcare agency who is supervising an employee under the age of 19 must undergo a Criminal Records review check. If I will be under the age of 19 prior to any work term placements, I agree to advise my Co-op Coordinator prior to accepting a placement.

4. I understand that some work term placements may require that I work with infectious microorganisms and/or hazardous materials. Should I accept such a placement, I agree to receive recommended vaccinations and to undertake special safety training sessions, as advised by my Co-op Coordinator.

F. Freedom of Information and Privacy

1. I agree to allow the Co-op program to solicit positions on my behalf. I give my consent to the Co-op program to disclose and release personal information consisting of my résumés, unofficial transcripts, letters of reference, and portfolios to prospective Co-op employers for the purpose of assisting me to secure employment for work terms while I am enrolled in the Co-op program. I give my consent to the Co-op program to discuss my academic records, employment history, references and qualifications with prospective Co-op employers for the purpose of assisting me to secure employment for work terms while I am enrolled in the Co-op program.

2. I understand that I will be asked to provide salary information to the Co-op program for statistical purposes.

I have read the above terms and conditions of participation in the UVic Co-operative Education Program and I agree to abide by them during my participation in the program. I understand that a signed copy of this agreement must be on file in my Co-op Office before I may participate in the Co-op work term placement process. I also understand that the Co-op Program reserves the right to take appropriate action, such as withdrawal from the Co-op program, in the event that I do not adhere to the above terms and conditions, as well as the general and program-specific Co-op regulations listed in the UVic Undergraduate and/or Graduate calendar(s). If I have any questions about this document, or the UVic calendar(s), I will discuss them with my Co-op Coordinator.

Name ___________________________ Student No. ___________________________

UVic email ___________________________ Phone ___________________________

Signature ___________________________ Date ___________________________

Completing the following information is voluntary. The information will be used for statistical purposes only or, in the case of a disability, to secure any special assistance that is required. The Office of the Director of Co-operative Education uses aggregate statistical information. Information about individuals will not be released without the student’s permission in writing.

I am....

Gender: ___________________________

q Aboriginal (First Nations, Métis, Inuit, non-status)

q I require special assistance by reason of a disability

What special assistance is required?: ___________________________