

Policy Procedures

Effective Date: April 1, 2023

Policy Reference: Policy 8370

Co-op Education Work Term Procedure

A. Procedures:

1. The student applies to a Selkirk College co-op eligible program and meets the program entrance requirements.
2. Prior to looking for a co-op position, the student must:
 - a) be currently enrolled and in good standing in a Selkirk College co-op eligible program.
 - b) be enrolled full time in the previous semester, as defined by StudentAid BC.
 - c) have credit for all previous courses in their program of study. Students who lack credit for a course may be considered on an individual basis.
 - d) have a minimum cumulative GPA of 2.33, with passing grades in all required courses.
 - e) have successfully completed any previous Selkirk College co-op work term course(s).
3. Once the student successfully meets the above requirements and begins the search to secure an eligible co-op work term as defined in Co-op Policy 8370, section D.
4. The student fills in the Co-op Enrolment Agreement with the CEES department, who sends the vetted application to enrolment.
5. Declare co-op option before program completion at a date set by the registrar's office.

B. Co-op Education Parameters:

Co-op Education is defined as the formal integration of academic studies with paid work experience.

Co-op Education work terms are available to Selkirk College students taking a full-time equivalent course load in an eligible Co-op Education academic program. The following programs include eligible co-op work terms.

- a) Geographic Information Systems Advanced Diploma (Mandatory)
- b) Geographic Information Systems Bachelor's Degree (Optional)
- c) Integrated Environmental Planning Diploma (Optional)
- d) Forest Technology Diploma (Optional)
- e) Recreation, Fish and Wildlife Diploma (Optional)
- f) Post-Graduate Business Management Diploma (Optional)
- g) Post-Graduate Accounting Diploma (Optional)
- h) Business Administration Diploma (Optional)
- i) Engineering Certificate (Optional)
- j) General Associate of Science Degree (Optional)
- k) General Associate of Arts Degree (Optional)
- l) Digital Arts Diploma (Optional)
- m) Digital Fabrication & Design Diploma (Optional)