Policy 8370: Selkirk College Co-operative Education

A. PURPOSE

The policy:

1. Outlines the requirements for a co-op work term under the Selkirk College Co-op Education and Employment Services (CEES) department;

2. Aligns the co-op work term experience with applicable college and program policies and procedures; and

3. Provides information and direction to members of the college community directly involved in planning and implementation of co-op work term experiences.

B. SCOPE / LIMITS

This policy applies to all college-approved co-op work experiences designed, delivered, and / or organized by CEES.

C. PRINCIPLES

1. Selkirk College recognizes the importance of broadening and building on students' knowledge and discipline-related skills by bridging institutional-based learning with experience in the field.

2. Selkirk College opportunities for co-op work terms are to be developed collaboratively engaging academic programs, Selkirk Innovates faculty and staff, students and employers, and using the defined process outlined in the CEES employer marketing strategy, and relevant plans. This begins with approval of activities that are consistent with the college's mission, vision, values and strategic directions.

3. The CEES department enables transitions to the workforce by providing students with work integrated learning under co-op education and employment readiness services. CEES will also actively promote and develop co-op education and employment readiness services by identifying opportunities for students to participate in a wide range of disciplines; by entering into agreements with colleges, universities, polytechnic institutions and other organizations to facilitate such exchanges; and by supplying logistical support services to participants.

4. Co-op work term experiences consolidate and integrate theory and practice allowing each to inform the other.

5. Relationships with students, employers and communities foster greater professional understanding and awareness, while enhancing learning and program opportunities. In support of the college's commitment to increased work integrated learning, it is recognized that co-op work

term experiences can greatly enrich learning experiences offered at Selkirk College.

6. Co-op work terms will be inclusive, participatory and consultative.

7. Co-op work terms will consider reconciliation where possible.

8. In all co-op work terms, Selkirk College will meet quality standards that will enhance the college's reputation as a provider of sound work integrated learning opportunities that are recognized in the BC college and institutes system and beyond.

9. The roles and responsibilities of the college, workplace, and student will be communicated and the expectations of the workplace will be identified to enable an appropriate and relevant discipline-related work term for the student.

10. Approval of proposed opportunities for co-op work terms is based on factors such as relevance to program learning outcomes, program and college goals and objectives, industry partners' capacity, and safety.

11. Co-op work terms within a program will be assessed with the same rigour as the rest of the program's activity.

12. Course curriculum is established for preparation of students, integration of learning, supervision, monitoring, evaluation and feedback during co-op work term experiences.

13. This policy is not intended to contravene any existing Collective Agreement.

D. DEFINITIONS

Co-op work term: are all co-op work term experiences performed in the workplace which meet all of the following criteria:

- Co-operative Education (co-op alternating): co-op alternating consists of alternating academic terms and paid work terms.

- Co-op work terms provide experience in a workplace setting related to the student's field of study.

- The duration of a co-op work term must be equivalent to 25% of the program duration (i.e., a four-semester program would require a one semester work term).

- To receive a diploma with co-op designation, students are required to complete one or two co-op work terms within a 2-year period.

- The job is full-time, paid employment and have sufficient duration per the course outline.

- The co-op work term must take place from January to April, May to August, OR September to December.

- The co-op work term is performed singly during a non-study semester.

- The student must be supervised and evaluated by an employer, and monitored by the CEES department.

- The student must meet all learning outcomes and successfully complete all assessments as stated in the course outline.

- A co-op work term is identified as a gradable course.

- Students co-op work term must be confirmed by a date set out by the registrar's office if the work term is to be completed after the last academic term.

College-approved: applies to programs or activities that are approved or sanctioned in any manner by a CEES representative and in collaboration with academic programs and Selkirk Innovates where appropriate.

Members of the College community: includes all Selkirk College administrators, instructors, staff, students and members of the community while such individuals are acting in a capacity related to their role at the college or on a college–approved activity.

Required forms: include all forms required by the CEES department, including enrolment.

E. PREPARATION, COMMUNICATION AND ASSESSMENT,

The CEES department representative must provide relevant program information, pre-work support including job search assistance, enrolment guidance, and debriefing sessions to effectively support and inform all participants.

All students are governed by the individual program policy in which they are enroled.

Contact information must be filed with CEES before the work term commences.

The CEES department will determine the means and frequency of communication with all participants. Active and reliable ongoing communication protocols will be established and discussed in the pre-departure orientation. Possible modes of communication include ongoing email correspondence, video calls, telephone contact, and field visits.

Attendance of all check-ins and communication requests are mandatory for all participants.

F. RELATED COLLEGE POLICIES:

- 8100: Instructional Programs https://policies.selkirk.ca/policy/8100/
- 8617: Credentials and Graduation https://policies.selkirk.ca/policy/8617/
- 3400: Student Code of Conduct-Rights and Responsibilities policies.selkirk.ca/policy/3400/
- 8610: Admissions and Standards (A&S): Overview policies.selkirk.ca/policy/8610/
- 8400: Student Appeals policies.selkirk.ca/policy/8400/

Responsibility, Recommendation and Approval Dates

Executive Responsibility: Associate Vice President, Student Success
Administrative Responsibility: Director of Student Development
Recommended by Policy Review Committee: February 15, 2023
Recommended/Approved by Education Council: March 14, 2023

Sarah Lechthaler
_____   March 14, 2023
Signature   _____
                                                                           Date

Approved by President: n/a
Linkage to Board Policy: