

**Co-op Education and Employment Services
Department (CEES)
Co-op Education Program Policies**
(Given to all applicants for entry in Co-op Education programs.)

APPROVAL:

1. Program Revision:	<u>April 2015</u>
2. Admissions & Standards Committee:	<u>May 2015</u>
3. Education Council:	<u>May 2015</u>
4. Effective:	<u>August 1, 2015</u>

Students in the Co-op Education Program are subject to the overall policies affecting all students at Selkirk College, with the following additions listed below. College policies may be viewed on-line at the College policies website (policies.selkirk.ca).

PART I: GENERAL POLICIES

A. CO-OP EDUCATION PARAMETERS

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

Co-op Education work experiences are available to students taking a full time equivalent course load in a Co-op Education accredited program at Selkirk College.

- B. Students may enroll in the Co-op Education Program by meeting the program admission and other requirements identified in this policy. Since the employers select students for their jobs following normal hiring practices, Selkirk College cannot guarantee that a student will receive an offer of employment.
- C. Students seeking admission to the Co-op Education Program must be registered in one of the academic programs that offers the Co-op Ed option as part of their program offering.

D. WORK TERM ATTAINMENT

1. Applying for Co-op Jobs

CEES will post Co-op Ed jobs to which students may apply. Students are to send their resumes, cover letters, and CEES letter of confirmation to employers via the method that CEES states on the postings.

Note that the Co-op Education job postings are the property of CEES; Selkirk College students are not to share Co-op Ed job postings with non Co-op Education students and/or the general public – doing so may result in withdrawal from the Co-op Education program.

2. Interviews

Students are expected to attend all employer individual or group interviews granted to them.

Students who anticipate missing an interview for exceptional circumstances must inform CEES immediately to see if other arrangements can be made. Students who miss scheduled interviews without prior authorization will be withdrawn from the Co-op Education Program.

3. Acceptance of Employment

When students are placed, they are required to sign an "Acceptance of Employment" form for CEES signifying their acceptance of the work term.

Students must notify the CEES Manager of their decision to accept/refuse a job offer within 48 hours of the offer. Failure to do so will result in the job offer being awarded to the next successful student for the job.

4. Labour Disputes

It is each individual student's responsibility to decide whether or not to cross a picket line in case of a labour dispute. Students faced with this decision should consult CEES immediately.

E. WORK TERMS

1. CEES administers Co-op Education experiences for students and as such has responsibility for ensuring that standards of employment and conduct by students while on work experiences are satisfactory. Should difficulties arise regarding appropriate work experience or conduct of students while on work experiences, the CEES Manager has the responsibility to address difficulties within the guidelines of these and general College policies.
2. Failure of a student to report to an employer will be recorded as an NCG (no credit granted).
3. Dismissal of a student by an employer will be investigated and documented by the CEES Manager and will be recorded as an NCG work term.
4. Terminating employment without prior approval from CEES will result in having the work term recorded as an NCG.
5. Students must submit their work report to CEES in final form on a mutually agreed upon date. Failure to meet the deadline for a work report will normally result in the work term being recorded as an NCG.

Grading Table 8: Competency based grades.

Grade	Description
AAV	ABOVE AVERAGE -The student has mastered all or most course objectives/requirements in a minimum time frame and has exemplified good work and study habits.
COM	COMPLETE – denotes that the student has mastered a satisfactory number of course objectives/ requirements in a non-credit course
CRG	CREDIT GRANTED - denotes that the student performance was satisfactory in a credit course.
NCG	NO CREDIT GRANTED - denotes that the student performance was unsatisfactory in a credit course.
PCG	PARTIAL CREDIT GRANTED – denotes that the student has successfully completed a portion of the course objectives in a credit course.

F. WORK REPORTS – GENERAL

1. Quantity

The minimum number of satisfactory work reports required for graduation is one report for each work term.

2. Content and Format

CEES provides a set of written guidelines for work reports. For those students experiencing back-to-back work terms with the same employer the second, third, and/or fourth term report may be a less detailed work progression report.

3. Confidentiality

Before writing a work report which contains confidential information, the student must consult with both the employer and the CEES Manager.

PART II: ADMISSIONS POLICIES

A. Admission Requirements

To be admitted to the Co-op Education program a student must:

1. Be currently enrolled and in good standing in a Selkirk College accredited Co-op program.
2. Be enrolled full time as defined by StudentAid BC.
3. Have credit for all previous courses in the selected program of study. Students who lack credit for a course may be considered on an individual basis.
4. Have a minimum cumulative program GPA of 2.33, with passing grades in all required courses.
5. International students must successfully complete the non-credit, International Employment Services (IES) course prior to participating in a Co-op Education work term.

PART III: PROMOTION POLICIES

A. EVALUATION

1. Types of Evaluations

- a) Evaluation ratings are recorded on the Employer Evaluation of Co-operative Education Student form. The student should ensure that the employer has sent a completed evaluation the CEES.
- b) Unsatisfactory performance by a student during a work term will be investigated and documented by the CEES Manager and will normally be recorded as an NCG on the student's transcript.

- c) Work reports are evaluated and graded by the CEES Manager. Work reports are graded Excellent, Satisfactory, or Unsatisfactory. Provision is made for students to upgrade unacceptable work for re-evaluation. An Unsatisfactory work report grade will be recorded as NCG on the student's transcript for that particular work term. A Satisfactory or Excellent graded report grade will be recorded as CRG (credit granted) on the student's transcript for that particular work term.

B. PROMOTION

1. To remain in the Co-op Education Program students must satisfy the following criteria in their selected program:
 - a) Credit for all core courses prior to work term.
 - b) Credit for previous work terms.
 - c) Obtain a minimum GPA of 2.33.
2. Credit for work terms is achieved in the following manner:
 - a) *Employer Evaluations*
Obtain a Satisfactory or Excellent grade on each of the minimum number of required evaluated work terms.
 - b) *Work Reports*
Obtain a Satisfactory or Excellent grade on a work report for each work term undertaken.
 - c) *Work Term Monitoring*
Obtain a Satisfactory or Excellent grade on the work term monitoring site visit(s) completed by CEES at the work site or via telephone/skype.

C. REQUIRED WITHDRAWAL

1. Failure of a student to comply with any part of the Co-op Education policies and procedures will result in the student being assigned an NCG in any current Co-op Education course and withdrawn from the Co-op Education program by the CEES Manager (or designate). This information will be communicated to the student by email and recorded to the student record
2. Students who earn an NCG in a work term are withdrawn from the Co-op Education Program.
3. Students withdrawn from the Co-op Education program will not be permitted to re-enrol.

D. APPEAL

A student wishing to appeal a decision taken under this policy may access the student appeals process identified in Selkirk College *Policy 8400: Student Appeals*. The appeal would be directed to the CEES Manager.

Courses

No credit – no fee

Co-op Ed 097 – Pre work term II

Co-op Ed 098 – Pre work term I

Co-op Ed 099 – Post work term

Work-Term

Co-op Ed 101 – Business Admin I

Co-op Ed 201 – Business Admin III

Co-op Ed 202 – Business Admin IV

Co-op Ed 203 – Business Admin V

Co-op Ed 105 – IEP, Recreation, Forestry, Renewable Energy I

Co-op Ed 205 – IEP, Recreation, Forestry, Renewable Energy II

Co-op Ed 206 – IEP, Recreation, Forestry, Renewable Energy III

Co-op Ed 207 – IEP, Recreation, Forestry, Renewable Energy IV

Co-op Ed 301 – GIS Diploma I

Co-op Ed 302 – GIS Diploma II

Co-op Ed 303 – GIS Diploma III

Co-op Ed 304 – GIS Diploma IV

Co-op Ed 401 – GIS Degree I

Co-op Ed 402 – GIS Degree II

Co-op Ed 403 – GIS Degree III

Co-op Ed 100 – UT Engineering I

Co-op Ed 200 – UT Engineering II