|  |
| --- |
|  |
|  | Admission ConditionsBusiness, Economics, Double Degree and Business Technology Management Co-op**2013-2014** |
| **December 19, 2013**  |
| **By accepting admission to co-op at Wilfrid Laurier University, I agree to meet the following conditions:** |
| **1. Eligibility** |
| I am: | • | eligible to work in Canada.  |
| (If I am at Laurier on a **study permit**, I agree to meet with Citizenship and Immigration Canada to review the process for obtaining a co-op work permit; complete any forms required to request the work permit; pay any costs that may be associated with requesting or obtaining the work permit; and accept the terms of the work permit. I understand that I am responsible for obtaining a co-op work permit and that I am responsible for ensuring that my co-op work permit is valid for the duration of my co-op program.) |
|  |
| **2. Academics** |
| I will: | • | meet all academic requirements of my honours program(s) as specified in Laurier’s undergraduate calendar (and in the University of Waterloo’s undergraduate calendar if I am enrolled in a double degree program at both schools.)  |
|  | • | meet all requirements of the Co-op Office, as outlined in this document. |
|  |
| I acknowledge that: | • | I will be withdrawn from co-op immediately if course failures prevent me from being able to meet the progression requirements specified in the undergraduate calendar(s) for my program(s), even if I have already completed all my work terms. |
|  | • | if I am found guilty of academic misconduct, I will be removed from co-op and will be ineligible for any refund of the co-op fee. |
|  |
| Exception: | • | if I have accepted an approved work term position before failing courses, I am expected to honour my commitment to the employer, but my status will be under review until the School of Business and Economics, and my other department if I am in a double degree program, or the department of Business Technology Management if I am in the BTM program, has determined whether I may continue. |
|  |
| I understand that: | • | I must continue to be enrolled **full-time** in my honours program(s) to remain in co-op. If I am enrolled in fewer than four full credits in a term, I must notify the Co-op Office immediately, and I may be removed from co-op. |
|  | • | my employer may choose to release me if I am not allowed to continue in co-op because of my grades or academic misconduct. |
| • | I must complete the required number of work terms and meet all the requirements of co-op and of my program(s) before graduating to receive the Co-op Option designation on my degree. |
|  |
| **Changing Programs**  |
| Students in **double degree** programs  |
| I understand that: | • | if I withdraw from the double degree program **before** my first work term, I may not continue to participate in co-op unless I am successful in the competitive co-op admission process at the beginning of second year, as outlined in the applicable section of the Laurier Undergraduate Calendar.  |
|  | • | if I withdraw from the double degree program **after** my first work term, I may continue to participate in co-op **if** I obtained in my first year at least the minimum overall GPA required to qualify for an interview in the competitive co-op admission process, as outlined in the applicable section of the Laurier Undergraduate Calendar, **and** I received an overall evaluation of at least “Satisfactory” from my co-op employer **and** I have met the academic requirements for both degree programs. |
|  |  |  |
| **Leave of Absence** |
| I understand that: | • | if I wish to take a leave of absence, I must seek approval from both the Co-op Office and my academic department.  |
|  |
| **Record of Marks** |
| I will: | • | allow the Co-op Office to review my academic record, monitor my academic performance and obtain a record of my courses for employers. |
|  |
| I authorize: | • | the Co-op Office to disclose any information related to my marks to employers. |
|  |
| I will not: | • | amend any of the grades listed in my record of marks. |
|  | • | misrepresent myself by submitting an inaccurate record of marks. |
|  |
| I understand | • | the Co-op Office will report any infractions to the dean(s) of my department(s.) |
| that: | • | marks are uploaded to Navigator (the co-op computer system) from the Registrar’s Office through LORIS. |
|  | • | employers will have access to my marks as they appear on LORIS. |
|  | • | only the Registrar’s Office can make changes to my grades; changes made on LORIS will appear on Navigator.  |
|  |
|  |  | **Exception for transfer students:** |
| I understand that: | • | if I am a transfer student, the Co-op Office will send me an approved version of my marks from my previous institution. |
| • | it is my responsibility to include this version of my record of marks with my résumé, every time I apply to a co-op job posting. |
|  |
| **Exchanges** |
| I understand that: | • | participating in co-op may limit my ability to participate in international academic exchanges. |
| • | the duration and timing of my work terms cannot be varied to accommodate international academic exchanges where the dates of terms differ from those at Laurier. |
|  |
| I agree to: | • | maintain communication with the Co-op Office while abroad and be available for telephone interviews when selected by employers.  |
|  | • | ensure I have access to Navigator and MyLearningSpace while abroad. |
|  |
| I understand that: | • | this may involve personal expenses.  |
| • | all co-op regulations, including those regarding ranking and matching, still apply to me. |
|  |
| **Scholarships** |
| I understand that: | • | taking a course while on a work term could make me ineligible for certain scholarships. |
| • | it is my responsibility to investigate my eligibility with Student Awards. |
|  |
| **Electives** |
| I understand that: | • | participating in co-op may limit my choice of electives during the spring terms of third and fourth years. |
|  |
| **Courses During Work Terms** |
| I understand that: | • | I may not take more than two half-credit courses (no more than 1.0 credit in total) during a work term. |
|  | • | taking courses must not limit my participation in co-op by restricting the geographic location of my job search or my availability during business hours. |
|  |
| **Graduate Recruiting** |
| I understand that: | • | participating in co-op may limit my ability to participate in the on-campus graduate recruiting program during the fall or winter term of my final year. |
|  |  |  |
| **Honours Economics Students** |
| I will: | • | meet requirements for progression to third year by April 30 of second year. |
|  |
| **BBA Students** enrolled in **Sequence One** |
| I understand that: | • | the Co-op Office expects me to meet my requirements for progression to third year by April 30 of second year; if I fail to do so the Business Department will require me to meet them by August 31.  |
|  | • | if I am in Sequence One and need to complete more than two half-credit courses to meet requirements for progression to third year as of April 30 of second year, I will not be able to continue in co-op. |
| **BBA Students** enrolled in **Sequence Two**  |
| I understand that: | • | I need to complete the required and elective credits required for progression to third year by April 30 of second year in order to enroll in 3A during the spring term. |
|  | • | I will be eligible to apply for work term positions for the fall term only if I am enrolled full-time in 3A during the spring following second year.  |
|  | • | I need to complete 3A during the spring following second year.  |
|  |
| If I am enrolled in Sequence Two and I fail to meet requirements for progression to third year by the end of the winter term I may be allowed to remain in co-op, providing I meet the conditions below. |
|  |
| I must not: | • | require more than two half-credits to meet requirements for progression to third year by the end of the winter term. |
|  |
| I will: | • | complete requirements for progression to third year during the spring term. |
|  | • | complete 3A during the fall and my first work term during the winter term. |
|  | • | complete my second work term during the fall term before fourth year. |
|  | • | complete my final work term after 4B, thereby delaying my graduation until the following spring. |
|  |
| I understand: | • | that no further extensions will be granted. |
|  |
| **BTM Students** |
| I will: | **•** | meet the requirements for progression to third year by April 30 of second year.  |
|  | **•** | meet any additional requirements stipulated for the BTM program. |
|  |
| 3. Student Participation |
| Preparation |
| I agree to: | • | consult MyLearningSpace and Navigator regularly for instructions on participating in co-op. |
|  | • | participate in information sessions, the job posting and interview process, work term visits and back-to-campus meetings. |
|  |
| **Communication** |
| I agree to: | • | check Navigator regularly for notices, appointments, job postings and interview schedules. |
|  | • | use only my Laurier e-mail account when communicating with the Co-op Office, check this account regularly and list my Laurier e-mail address on my résumé. |
|  |
| **Release of Identity and Personal Information** |
| I authorize: | • | Wilfrid Laurier University to use photographs of me and information about my work terms when promoting co-op or the university. |
|  | • | the Co-op Office to post my name or student identification number on bulletin boards and Navigator when notifying me about interviews, appointments and other co-op matters. |
|  | • | the Co-op Office to release information about my academic program, record of marks, application documents and employment performance to employers. |
|  |
| **4. Recruiting and Job Search** |
| **Participating in the Recruiting Process** |
| I acknowledge that: | **•** | I must be attending classes full-time on the Waterloo campus (or Brantford campus if I am in the BTM program) to participate in the job posting and interviewing process during the academic term preceding my next work term. Exception: students on an approved international academic term.  |
|  |
| **Approved Positions** |
| I understand: | • | that I must obtain a work term position approved by the Co-op Office to continue in co-op. |
|  |
| **Personal Job Search** |
| I understand: | • | that the Co-op Office recommends that I conduct a personal job search in addition to applying to co-op job postings. |
|  |
| I will: | • | inform my co-op co-ordinator about my progress during the job posting process.  |
|  |
| I will not: | • | accept a position before the job has been approved by a co-op co-ordinator. |
|  | • | attend any interviews after accepting a co-op job offer. |
|  |
| I understandthat: | **•** | the co-op recruiting process takes precedence over my personal job search. |
| **•** | the Co-op Office will set a date, before on-campus interviews, by which I must have submitted an intention form indicating whether I will participate in recruiting, return to a previous employer or accept an offer of a job I secured through my personal job search. |
|  |
| **Applications** |
| I will: | • | use an approved résumé when applying to co-op employers. |
|  |
| I will not: | • | provide false or misleading information in my application documents. |
|  |
| **Job postings** |
| I understand that: | • | the Co-op Office will obtain and post positions and help me conduct a job search. |
| • | there is no guarantee that I will obtain an approvable position or that positions will meet my expectations. |
|  | • | I must apply actively to co-op job postings each work term until I have secured employment. |
| • | the Co-op Office reserves the right to establish a minimum number of co-op job postings to which I **must** apply and a maximum number of postings to which I **may** apply. |
|  | • | the Co-op Office reserves the right to limit the types or locations of job postings to which I may apply, if I have declined to rank or interview for similar positions or locations. |
|  | • | if I fail to secure employment, I will be ineligible to continue in co-op. (Exception: Students who have met all the application targets set by the Co-op Office may be eligible to defer their first work term.) |
|  |
| **Employers** |
| I understand that: | • | I must obtain permission from my co-op co-ordinator before contacting any employer who is listed in the co-op database. |
|  |
| I will not: | • | provide anyone with access to Navigator or to co-op employers or to co-op job postings. |
|  | • | refer anyone directly to participating co-op employers for any type of positions that might have an impact on opportunities for co-op students. |
|  |
| **Interviews** |
| I agree to: | • | remain available for interviews throughout each term and attend all interviews for which I am scheduled. |
|  |
| I will avoid: | • | scheduling off-campus interviews (through my personal job search) during the on-campus interview period, if I have also applied for positions with employers who participate in the employer ranking process. |
|  |
| I will: | • | provide employers with factual and accurate information during interviews. |
|  |
| **Security Checks** |
| I understand that: | • | some employers make their job offers conditional upon reference checks, drug tests or a security clearance. |
| • | a security clearance may reveal that I have been charged with an offence, even if the charges have been dropped, or that a peace bond has been issued against me even if it has expired. |
|  |
| **Rank/Match Process** (Employer Ranking Process) |
| I will not: | • | communicate with any employer between an interview and the time results of the match have been released to students.  |
|  |
| I agree to: | • | submit my completed employer rankings through Navigator by the deadline; if I fail to do so I will not be included in the match and my co-op status may be reviewed.  |
|  |
| I will: | • | accept any position I obtain through the employer ranking process. |
|  |
| **Intentions** |
| I agree to: | • | notify the Co-op Office whether I intend to return to my previous employer or participate in recruiting for the next work term by the deadline set by the Co-op Office. |
|  |

|  |
| --- |
| **5. Work Terms** |
| **Honouring Commitment** |
| I will: | • | honour my commitment to the employer upon accepting any approved position. |
|  |
| Salary |
| I understand: | • | that the Co-op Office cannot guarantee the accuracy of salary data it receives from employers. |
|  |
| For Students with a Disability |
| I understand that: | • | it is my responsibility to inform my employers of any accommodations I need as a result of my disability. |
|  |
| Length and Hours of Work Term |
| I understand: | • | that I am expected to work full-time for my co-op employer throughout the entire work term.  |
|  |
| I will: | • | start and end my work term on the dates specified in the Laurier undergraduate calendar as the beginning and end of term, unless my employer requested alternative dates in the offer. |
|  |
| I acknowledge: | • | that I must obtain approval from the Co-op Office before attempting to vary these dates. |
|  |
| I will not: | • | ask employers for vacations during work terms. |
|  |
| I will: | • | contact my employer immediately if I will be absent from work for any reason, including illness and family emergencies. |
|  | • | inform the Co-op Office as soon as possible of any situation, including illness, which necessitates my absence from work for more than three days. |
|  |
| I understand that: | • | I may have to delay graduation to meet my work term requirements if I am approved to leave a work term early due to extenuating circumstances such as a death in my immediate family or a serious health issue. |
|  |
| **Housing** |
| I understand:  | • | that I am responsible for obtaining housing if I need to relocate for a co-op position. |
|  |
| Work Term Reports |
| I understand that:  | • | I must meet the deadline for submitting my work term report, and I must achieve a rating of at least “satisfactory.” (Instructions are provided on MyLearningSpace.) |
|  | • | if my report has been rated “unsatisfactory,” I must submit a revised report. |
|  |
| **Performance Evaluation Forms** |
| I understand: | • | that employers will provide information about my performance to the Co-op Office. |
|  |
| I authorize: | • | the Co-op Office to release information from my performance evaluations, including overall ratings of my performance, to prospective employers at their request. |
|  |
| **Performance** |
| I recognize that: | • | I must obtain an overall rating of at least "satisfactory" on each performance evaluation to remain in co-op. |
|  | • | the Co-op Office will review my status if I quit, or if my employer dismisses me, or if I receive an overall rating that is less than “satisfactory,” and that I may be withdrawn from co-op as a result. (If the Co-op Office allows me to continue in co-op, and this requires me to complete another work term, I will be responsible for paying an additional co-op fee.)  |
| I recognize that: | • | I may be withdrawn from co-op even if I have completed the minimum number of weeks required for a work term before being dismissed by my employer. |
|  |
| **Liability** |
| I acknowledge that: | • | it is ultimately my responsibility to obtain work term positions. |
| • | the university will not be held liable if I do not obtain an approvable position. |
|  | • | the university will not be held liable for any agreements established or breached with my employer, including salary, benefits or a job offer. |
|  | • | the university will not be held liable for any expense, personal injury or loss or damage of personal property arising while seeking employment or during a work term. |
|  |
| **Conditions** |
| I acknowledge that: | • | once I have accepted an approved position, all conditions apply whether I obtained the position through my own efforts or through a referral from the Co-op Office. |
|  |
| **6. Sequence of Work and Study Terms** |
| **BBA Students** |
| I understand that: | • | by accepting this offer of admission to co-op, I am also accepting the work/study sequence I have been assigned.  |
| • | I may not switch to another sequence. (Exception: I will be allowed to switch if I am matched in January with a CA firm requiring a different sequence.)  |
|  | • | if I am in Sequence Two and accept a four-month position for my first work term, I may find it difficult to secure employment later with a CA firm |
|  | • | accepting Sequence Two may preclude me from participating in certain international academic exchanges. |
|  |
| **Varying or Deferring Work Terms** (all students except those in the BTM) |
| I acknowledge that: | • | I may obtain a co-op job during only **one** spring (May to August) work term. |
| • | I may not hold all my co-op jobs in the same season. |
|  |
| I understand that: | • | I may not seek a work term after the last academic term, unless the Co-op Office approved an exemption. (Exemptions may be approved for students who fail to secure a position in the first work term, despite having applied actively to job postings, or who have extenuating circumstances related to a serious health issue or a death in their immediate family.) |
|  | • | completing a work term after my last academic term will delay my graduation. |
|  | • | I may not complete more than one four-month work term after my last academic term. |
|  | • | if I receive approval to vary my work term sequence, it is my responsibility to contact the appropriate departments to pre-register for courses. |
|  | • | varying my sequence may place restrictions on my participation in co-op and may limit my course selections. |
|  |
| I acknowledge that: | • | if I am in Honours Economics, it will be difficult for me to vary my work term sequence due to course scheduling, and that if I wish to do so I must consult with the Economics Undergraduate Programs Director to determine available options. |
|  |
| **Varying or Deferring Work Terms** (Students in double degree programs with University of Waterloo) |
| I acknowledge that: | • | I must choose and follow one of the sequences of work and study established for my double degree program. (Exemptions may be approved for students who fail to secure a position in the first work term, despite having applied actively to job postings, or who have extenuating circumstances related to a serious health issue or a death in their immediate family.) |
|  | • | I must seek approval to vary or defer my sequence from the Co-op Office and from both the academic departments responsible for my program.  |
|  |
| **BTM Students** |
| I understand that:  | **•** | my first and second work terms will be comprised of eight consecutive months, from September through April, with one employer. |
|  |
| **Varying Final Work Term** (Students enrolled in a single-degree program at the Waterloo campus)  |
| I acknowledge that: | • | to vary my work and study terms from the established sequence so that my last work term is in the winter after 4A instead of the fall before 4A, I must receive approval from the Co-op Office and the School of Business and Economics.  |
|  | • | only a limited number of students per term will be allowed to vary their work term sequence. (To learn about the deadline and process, request a varied work term sequence form during the winter work term before 3B.) |
| I acknowledge that: | • | the Co-op Office will give priority to students whose employers request a varied sequence or who play on varsity sports teams.  |
|  |
| **7. Enrolment Fees** |
| I agree to: | • | pay the co-op fee for each academic term, according to the fee schedule on the [co-op website](http://navigator.wlu.ca/co-op/students/current-co-op-students/fees.htm) and MyLearningSpace. |
|  | • | pay the first term fee at the Business Office within two weeks of the deadline for accepting admission to co-op. |
| I agree to: | • | pay an additional co-op fee if I am allowed by the Co-op Office to pursue an additional work term after having to leave an employer or because I had to defer a work term because I was not able to secure employment. |
|  |
| I understand | • | the Business Office will bill me for interest charges if I fail to meet these deadlines. |
| that: | • | the co-op fee is**not**an employment fee, and is therefore payable whether or not I obtain an approved work term position. |
|  |  |  |
| I understand that: | • | if, for contravening academic or co-op policies, I am temporarily suspended or required to withdraw from co-op, no portion of my co-op fee will be refunded.  |
|  | • | if I choose or am required to withdraw from co-op for reasons other than contravening academic or co-op policies, the Business Office will refund the fee on a pro-rated basis as outlined on the co-op website. |
|  | • | I must submit a co-op withdrawal form to prevent being charged additional co-op fees. |
|  |
| 8. Ethical Guidelines |
| **Code of Conduct** |
| I agree to: | • | abide by the Co-op Student Code of Conduct found on MyLearningSpace. |
|  | • | be accountable, treat people with dignity, and act with integrity. |
|  | • | conduct myself professionally and ethically during the job search process and in the workplace. |
|  |
| **Discretion and Confidentiality** |
| I agree to: | • | use discretion when discussing co-op employers and their business, clients, customers and suppliers with anyone other than Laurier Co-op staff members. |
|  |
| I will not: | • | disclose any confidential or sensitive information about my co-op employers to anyone. |
|  |
| **Conflict of Interest** |
| I will not: | • | use my position, or knowledge gained through employment, for private or personal advantage. |
|  |
| I will: | • | inform my employer immediately about any situation where there is a conflict of interest or a potential conflict of interest. |
|  |
| **Overall Conditions** |
| I agree to: | • | abide by rules, regulations and policies set by the Co-op Office and my employers. |
|  | • | abide by ethical and legal guidelines, including but not limited to those concerning use of computers.  |
|  |
| I understand that: | • | the Co-op Office will review my status if I fail to comply with any of the conditions in this offer and that the maximum penalty for failing to comply is my withdrawal from co-op. |
|  |
| 9. Terms |
|   | • | If you do not understand **all** the terms of participation, please ask a co-op co-ordinator to clarify **before** accepting admission to co-op online through Navigator. |
|  | • | MyLearningSpace contains the most current, official version of this admission agreement.  |
|  |
| **Accepting Admission:** By **accepting** admissiononline, I confirm that I have **read** the conditions of admission to co-op, **understand** them and **agree to meet the conditions**. |
|  |
| **Declining Admission:** By **declining** admissiononline, I understand that I will **not** be admitted to co-op. |
|  |

Department of Co-operative Education, Wilfrid Laurier University, Waterloo, Ontario, N2L 3C5

519.884.0710 ext. 4484 [www.wlu.ca](http://www.wlu.ca) lauriercoop@wlu.ca