

**Admission Conditions
2017 - 2018
Arts Co-op, Science Co-op and PEP**

January 18, 2018

By accepting admission to co-op at Wilfrid Laurier University, you agree to meet the following conditions:

1. Eligibility

You must be eligible to work in Canada.

If you are at Laurier on a study permit, you are responsible for obtaining a co-op work permit and for ensuring that your visa documents, including passport and entry, study and work permits, remain valid for the duration of your co-op program. You are required to:

- review the process for obtaining a co-op work permit on the Citizenship and Immigration Canada website
- complete any forms required to request the work permit within two weeks of your admission to co-op
- pay any costs that may be associated with requesting or obtaining the work permit
- accept the terms of the work permit.

2. Academics

- You must meet all academic requirements of your honours program(s) as specified in Laurier's undergraduate calendar.
- You must meet all requirements of the Co-op Office, as outlined in this document.
- You will be withdrawn from co-op immediately if course failures prevent you from being able to meet the progression requirements specified in the undergraduate calendar(s) for your program(s), even if you have completed all of your work terms.
- If you are found guilty of academic misconduct, you will be removed from co-op and will not be eligible for any refund of the co-op fee.

Exception: If you have accepted an approved work term position before failing courses, you are expected to honour your commitment to the employer, but your status will be under review until your academic department has determined whether you may continue.

- You must continue to be enrolled full-time in your honours program(s) to remain in co-op. If you are enrolled in fewer than four full credits in a term, you must notify the Co-op Office immediately, and you may be removed from co-op.
- Your employer may choose to release you if you are not allowed to continue in co-op because of your grades or academic misconduct.
- You must complete the number of work terms required for your program: (two four-month work terms for Arts Co-op and Science Co-op; two eight-month work terms for Applied Water Science; one work term of 12 or 16 months for PEP) and meet all the requirements of co-op and of your program before graduating to receive the co-op or PEP designation on your degree.

Field Placements

- You may not count course requirements such as field placements, archaeological digs and participation hours as co-op work terms, just as work terms may not be counted as course requirements. (*There may be exceptions granted by the Co-op Office and the department.*)

Leave of Absence

- If you wish to take a leave of absence, you must seek approval from both the Co-op Office and your academic department.

Record of Marks

- You must allow the Co-op Office to review your academic record, monitor your academic performance and obtain a record of your courses for employers.
- You must authorize the Co-op Office to disclose any information related to your marks to employers.
- You will not amend any of the grades listed in your record of marks.
- You will not misrepresent yourself by submitting an inaccurate record of marks.
- The Co-op Office will report any infractions to the dean(s) of your department(s.)
- Marks are uploaded to Navigator (the co-op database) from the Registrar's Office through LORIS.
- Employers will have access to your marks as they appear on LORIS.
- Only the Registrar's Office can make changes to your grades; changes made on LORIS will appear on Navigator.

Exception for transfer students

- If you are a transfer student, you must scan a copy of your marks from your previous institution.
- You must include this version of your record of marks with your résumé when applying to co-op job postings

Exchanges

- Participating in co-op may limit your ability to participate in international academic exchanges.
- The duration and timing of your work terms cannot be varied to accommodate international academic exchanges where the dates of terms differ from those at Laurier.
- You will maintain communication with the Co-op Office while abroad and be available for interviews by telephone or video calling when selected by employers.
- You must ensure you have access to Navigator and MyLearningSpace while abroad.
- You understand that this may involve personal expenses.
- All co-op regulations, including those regarding ranking and matching, still apply.

Scholarships and OSAP

- Taking a course while on a work term could make you ineligible for certain scholarships.
- It is your responsibility to investigate your eligibility with Student Awards.
- The provincial government has regulations restricting the number of academic terms for which OSAP funding and Ontario Tuition Grants may be secured; it is your responsibility to investigate what impact your sequence will have on your eligibility for funding.

Courses during Work Terms

- You may not register for more than two half-credit courses, or more than 1.0 credit in total, for any term scheduled as a work term for you.
- If you enrol in more than two half-credit courses you will be required to de-register and will be charged a late fee.
- Taking courses must not limit your participation in co-op by restricting the geographic location of your job search or your availability during business hours.

3. Student Participation

Participation

- You will consult MyLearningSpace and Navigator regularly for instructions on participating in co-op.
- You must participate in the job posting and interview process, work term visits and back-to-campus meetings.

Academic Credit

- The Registrar's Office will enrol you automatically in COOP-000 Fundamentals of Co-operative Education, and that you must complete this half-credit course before your first work term.
- You may not resign from a work term unless you have received approval from the Co-op Office.
- If you fail the Fundamentals of Co-operative Education course you may be removed from co-op.
- Co-op credits will not take the place of any other courses and are in addition to the course total required for your academic program.
- While you will be required to pay co-op fees, there is no separate tuition fee for the co-op course.
- Credits are awarded on a pass or fail basis and the marks are therefore not included in your GPA or your total credit count.
- You must pass the Fundamentals course and complete two work terms (or one work term of 12 to 16 months for PEP) to obtain the Co-op designation on your degree.
- The co-op credit will not count toward the GPA or credit count requirements of any scholarship or funding program.
- You may appeal assessments of your grade for co-op credit and all decisions made through the co-op petitions process are final.

Communication:

- You agree to check Navigator regularly for notices, appointments, job postings and interview schedules.
- You will use only your Laurier e-mail account when communicating with the Co-op Office, check this account regularly and list your Laurier e-mail address on your résumé.

Release of Identity and Personal Information

- You authorize Laurier to use photographs of you and information about your work terms when promoting co-op or the university.
- You authorize the Co-op Office to post your name or student identification number on bulletin boards and Navigator when notifying you about interviews, appointments and other matters.
- You allow the Co-op Office to release information about your academic program, record of marks, application documents and employment performance to employers.

4. Recruiting and Job Search

Approved Positions

- You must obtain a work term position approved by the Co-op Office to continue in co-op.
- The Co-op Office will approve only paid positions offering full-time hours.

Participating in the Co-op Recruiting Process

- You must be attending classes full-time on the Waterloo campus to participate in the job posting and interviewing process during the academic term preceding your next work term. (Exception: students on an approved international academic term.)

Individual Job Search

- The Co-op Office recommends that you conduct an individual job search in addition to applying to co-op job postings.
- You will inform your co-op coordinator about your progress during the job posting process.
- You will provide a job description and contact information for any job you are offered.
- You will honour the “black-out” dates set by the Co-op Office, usually coinciding with the primary recruiting period, by not accepting jobs outside the match during that period
- You will not accept a position before the job has been approved by a co-op coordinator.
- You will not attend any interviews after accepting a co-op job offer.
- The co-op recruiting process takes precedence over your personal job search.
- The Co-op office will set a date before on-campus interviews, by which you must have submitted by intention to participate in recruiting, return to a previous employer or accept a job offer through your personal job search.

Applications

- You will not provide false or misleading information in your application documents.

Job Postings

- The Co-op Office will obtain and post positions and help you conduct a job search.
- There is no guarantee that you will obtain an approvable position or that positions will meet your expectations.
- You must apply actively to co-op job postings each work term until you have secured employment.
- The Co-op Office reserves the right to establish a minimum number of co-op job postings to which you must apply and a maximum number of postings to which you may apply.
- The Co-op Office reserves the right to limit the types or locations of job postings to which you may apply, if you have declined to rank or interview for similar positions or locations.
- If you fail to secure employment, you 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

- You must obtain permission from your co-op coordinator before contacting any employer who is listed in the co-op database.
- You will not provide anyone with access to Navigator or to co-op employers or to co-op job postings.
- You will not 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:

- You must remain available for interviews throughout each term, including during the fall Reading Week before any winter work term during which you are scheduled to work.
- You will attend **all** interviews for which you are scheduled.
- You will not schedule off-campus interviews (through your personal job search) during the on-campus interview period, if you have also applied for positions with employers who participate in the employer ranking process.
- You will provide employers with factual and accurate information during interviews.

Security Checks

- Some employers make their job offers conditional upon reference checks, drug tests or a security clearance.
- A security clearance may reveal that you have been charged with an offence, even if the charges have been dropped, or that a peace bond has been issued against you even if it has expired.

Rank/Match Process (Employer Ranking Process)

- You agree not to communicate with any employer between an interview and the time results of the match have been released to students.
- You will submit your completed employer rankings through Navigator by the deadline; if you fail to do so you will not be included in the match and your co-op status may be reviewed.
- You must accept any position you obtain through the employer ranking process.

Intentions

- You agree to let the Co-op Office know whether you intend to return to your previous employer or participate in the recruiting process for the next work term by the deadline provided by the Co-op Office.

5. Work Terms

Honouring Commitment

- You will honour your commitment to the employer upon accepting any approved position, whether it was posted on Navigator or you applied independently.
- You are bound to honour your commitment even if you have accepted an offer verbally, not in writing.

Salary

- The Co-op Office approves only those positions that pay at least the minimum wage.
- The Co-op Office cannot guarantee the accuracy of salary data it receives from employers.
- Salary ranges provided by employers are subject to the policies of individual organizations and may be based on the number of work terms completed with the hiring organization, the number of academic and/or work terms completed and/or the type of position.

For Students with a Disability

- It is your responsibility to inform your employers of any accommodations you need as a result of your disability.

Length and Hours of Work Term

- You are expected to work full-time for your co-op employer throughout the entire work term.
- You will start and end your work term on the dates specified in the Laurier undergraduate calendar at the beginning and end of term, unless your employer requested alternative dates in the offer.
- You must obtain approval from the Co-op Office before attempting to vary these dates.
- You may have to delay graduation to meet your work term requirements if you are approved to leave a work term early due to extenuating circumstances such as a death in your immediate family or a serious health issue.

Vacation

- You will not ask employers for vacations during work terms.
- Many employers include vacation pay as part of their compensation so it may be included in wages you are offered.

Length of Work Term (PEP)

- Your work term will begin in either May or September following your third year.
- Your work term will continue through August of the following year.
- Your work term will last 12 months if you start in September or 16 months if you start in May.

Probationary Period (PEP)

- There is a probationary period of three months at the beginning of the work term.
- During the site visit, the employer will decide, in consultation with you and with the Laurier representative, whether the work term is to continue.

Housing

- You are responsible for obtaining housing if you need to relocate for a co-op position.

Work Term Reports

- You must meet the deadline for submitting your work term report, and you must achieve a rating of at least “satisfactory” each term to be eligible for course credit. (Instructions are provided on MyLearningSpace.)
- If your report has been rated “unsatisfactory,” you must submit a revised report.

Performance Evaluation Forms

- Employers will provide information about your performance to the Co-op Office.
- You authorize the Co-op Office to release information from your performance evaluations, including overall ratings of your performance, to prospective employers at their request.

Performance

- You must obtain an overall rating of at least "satisfactory" on each performance evaluation to remain in co-op.
- The Co-op Office will review your status if you quit, or if your employer dismisses you, or if you receive an overall rating that is less than "satisfactory," and that you may be withdrawn from co-op as a result. (If the Co-op Office allows you to continue in co-op, and this requires you to complete another work term, you will be responsible for paying an additional co-op fee.)
- You may be withdrawn from co-op even if you have completed the minimum number of weeks required for a work term before being dismissed by your employer.

Liability

- It is ultimately your responsibility to obtain work term positions.
- The university will not be held liable if you do not obtain an approvable position.
- The university will not be held liable for any agreements established or breached with your 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

- Once you have accepted an approved position, all conditions apply whether you obtained the position through your own efforts or through a referral from the Co-op Office.

6. Sequence of Work and Study Terms

Varying or Deferring Work Terms

- You 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 your last academic term will delay your graduation.
- You may not complete more than one four-month work term after your last academic term.
- If you receive approval to vary your work term sequence, it is your responsibility to contact the appropriate departments to pre-register for courses.
- Varying your sequence may place restrictions on your participation in co-op and may limit your course selections.

7. Enrolment Fees

- You will pay the co-op fee for each academic term, according to the fee schedule on the co-op website and MyLearningSpace.
- You agree to pay the first term fee at Service Laurier by the deadline on your bill.
- You will pay an additional co-op fee if you are allowed by the Co-op Office to pursue an additional work term after having to leave an employer or because you had to defer a work term because you were not able to secure employment.
- Service Laurier will bill you for interest charges if you fail to meet these deadlines.
- The co-op fee is not an employment fee, and is therefore payable whether or not you obtain an approved position.
- You must submit a co-op withdrawal form to avoid being charged additional co-op fees.
- The refund schedule applies even if you have not made a payment and/or the payment deadline has not passed.
- If you are temporarily suspended or required to withdraw from co-op for contravening academic or non-academic policies or co-op regulations, no portion of your co-op fee will be refunded.
- If you choose or are required to withdraw from co-op for reasons other than contravening academic or non-academic policies or co-op regulations, Service Laurier will refund the fee on a pro-rated basis as outlined on the co-op website.

8. Ethical Guidelines

Code of Conduct

- You will abide by the Co-op Student Code of Conduct found on MyLearningSpace.
- You will be accountable, treat people with dignity, and act with integrity.
- You agree to conduct yourself professionally and ethically during the job search process and in the workplace.

Discretion and Confidentiality

- You 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.
- You will not disclose any confidential or sensitive information about your co-op employers to anyone

Conflict of Interest

- You will not use your position, or knowledge gained through employment, for private or personal advantage
- You will inform your employer immediately about any situation where there is a conflict of interest or a potential conflict of interest.

Overall Conditions

- You will abide by rules, regulations and policies set by the Co-op Office and your employers.
- You will abide by ethical and legal guidelines, including but not limited to those concerning use of computers.
- You will abide by university policies, including the academic and non-academic codes of conduct.
- The Co-op Office reserves the right to restrict your participation in co-op if you contravene co-op requirements or university policies.
- The Co-op Office will review your status if you fail to comply with any of the conditions in this offer and the maximum penalty for failing to comply is your withdrawal from co-op.

9. Terms

- If you do not understand **all** the terms of participation, please ask a co-op coordinator 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 admission online, you confirm that you have read the conditions of admission to co-op, understand them and agree to meet the conditions.*

Declining Admission:

- *By declining admission online, you understand that you will not be admitted to co-op.*