

September 18, 2014

By accepting admission to Arts Co-op, Science Co-op or Professional Experience Program, all referred to below as "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 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 my admission to co-op; 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 for ensuring that my visa documents, including passport and entry, study and work permits, remain 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.
 - 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- I will be withdrawn from co-op immediately if course failures prevent me from being able to meet the progression requirements specified in the undergraduate calendar for my program, 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.
- I understand that:
- my employer may choose to release me if I am not allowed to continue in co-op because of my grades or academic misconduct.
- 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 my academic department 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.
 - I must complete the required number of work terms (two work terms for Arts Co-op or Science Co-op; one work term of 12 or 16 months for PEP) and meet all the requirements of co-op and of my programs before graduating, to receive the Co-op Option or PEP designation on my degree.

Field Placements

- I understand that:
- I 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

- 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 That:
- the Co-op Office will report any infractions to the dean of my department.
 - 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, I must scan a copy 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 and OSAP

- 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.
 - the provincial government has regulations restricting the number of academic terms for which OSAP funding and Ontario Tuition Grants may be secured, and that it is my responsibility to investigate what impact my sequence will have on my eligibility for funding.

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.

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 MyLearningSpace and 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

- I authorize:
- Wilfrid Laurier University to use photographs of me, and information about my work terms, when promoting PEP, 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 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 understand that:
- 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 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.
 - attend **all** interviews for which I am scheduled.

- I will not:
- schedule 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.

5. Work Terms

Honouring Commitment

- I will:
- honour my commitment to the employer upon accepting any approved position, whether it was posted on Navigator or I applied independently.
- I understand that:
- I am bound to honour my commitment even if I have accepted an offer verbally, not in writing.

Salary

- I understand that:
- 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

- 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:
- 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.

Length of Work Term (PEP)

- I acknowledge that:
- my work term will begin in either May or September following my third year, and will continue through August of the following year.
 - the work term will last 12 months if I start in September, or 16 months if I start in May.

Probationary Period (PEP)

- I acknowledge that:
- 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 me and with the Laurier representative, whether the work term is to continue.

Vacation

I will not:

- ask employers for vacations during work terms.

I understand that:

- many employers include vacation pay as part of my compensation and that this may have been included in the wage they offered.

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.)

I understand:

- that 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 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

Varying or Deferring Work Terms

I understand that:

- I may not seek a work term after my 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 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.

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 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 that:

- the Business Office will bill me for interest charges if I fail to meet these deadlines.
- the co-op fee is **not** an employment fee, and is therefore payable whether or not I obtain an approved work term position.
- if I am temporarily suspended or required to withdraw from co-op for contravening academic or co-op policies, 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 admission** online, 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 admission** online, 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
lauriercoop@wlu.ca