Sheridan at CCTT Cooperative Education Policies Agreement

September 2024

INTRODUCTION:

The Co-operative Education and Internship Policies Agreement ensures consistency and quality of program delivery, foundational values upon which the reputation of Sheridan at CCTT's Co-operative Education and Internship programs are built.

There are many partners in the Cooperative Education and Internship Programs within the Sheridan community. The success of the program relies upon all parties understanding their responsibilities.

These policies will outline the expectations required of Co-op students throughout the Co-op/Internship process.

Table of Contents

STUDENT ACCOUNTABILITIES **3**

SCOPE **3**

1. CONDITIONS OF PARTICIPATION IN CO-OPERATIVE EDUCATION **3**
1.a. Admission to Co-op 3
1.b. Eligibility to Continue in Co-op 3
1.c. Graduation with Co-op Designation 3
1.d. Withdrawal from Co-op 3

2. DURING THE JOB SEARCH PROCESS **4**
2.a. Use of Technology 4
2.b. Applications 4
2.c. Release of Identity or Information 4
2.d. Job postings and Work Term Positions 4
2.e. Interviews 4
2.f. Criminal Record Checks and Security Clearances 5
2.g. Co-op Job Offers 5
2.h. Acceptance of a Co-op Work Term 5
2.i. Co-op Work Term Deferral 5

3. WHILE ON A WORK TERM **5**
3.a. Communication 6
3b. Termination with Cause 6
3.c. Work Term Hours 6
3.d. Work Term Assignments 6

4. FINANCIAL CONSIDERATIONS **6**
4.a. Salary/Benefits/Compensation 6
4.b. Co-op Fees 7
4.c. Insurance Considerations 7

5. OTHER **7**
5.a. Accessibility for Ontarians with Disabilities Act 7
5.b. For International Students 7
5.c. Housing/Accommodation 7
5.d. Confidentiality and Employer Contacts 7
5.e. Terms 8

Student Accountabilities

SCOPE

These policies apply to all students actively participating in Cooperative Education program activities, inclusive of the Co-op preparatory course, job search activities and participating in a Co-op work term.

In addition to these policies, the conduct of Co-op students on work term is also governed by the rules, regulations and policies set by their Co-op employers and Sheridan at CCTT's policies, including but not limited to Sheridan's Student Code of Conduct. As representatives of Sheridan at CCTT in industry Co-op students agree to abide by ethical and legal guidelines.

1. CONDITIONS OF PARTICIPATION IN CO-OPERATIVE EDUCATION

1.a. Admission to Co-op

The decision to admit a student into an optional Co-op program is dependent upon space in the program, the grades of the student and any other information relevant to the program. A full list of academic requirements, by program, can be found here: https://jobs.sheridancollege.ca/Student/Documents/Academic_Standards_for_Co-op.xlsx

Students must be enrolled full-time in order to be eligible to be admitted to Co-op. Students registered with Accessible Learning Services should consult with their Co-op Advisor regarding the minimum required course load.

Co-op students must be legally eligible to work in Canada.

1.b. Eligibility to Continue in Co-op

Co-op students must continue to meet the Co-op program's academic eligibility requirements in order to continue their participation in Co-op. These requirements may vary between academic programs. A full list of academic requirements, by program, can be found here: https://jobs.sheridancollege.ca/Student/Documents/Academic_Standards_for_Co-op.xlsx.

Co-op students can be withdrawn from Co-op for a breach of the academic integrity policy in any Sheridan at CCTT course.

Co-op students must continue to be enrolled full-time in order to remain in Co-op. Students registered with Accessible Learning Services should consult with their Co-op Advisor regarding the minimum required course load.

Co-op Students agree to participate in the job posting and interview process, and other activities as required to maintain eligibility for the Co-operative Education program.

Successful completion of work term preparation material is a mandatory pre-requisite for a Co-op work term. The delivery of this material may vary based on academic program requirements. Students failing to complete the Co-op preparatory course or the preparatory requirements of their program will be withdrawn from Co-op. The first Co-op fee will not be refunded.

Co-op students must exhibit professional attitudes and behaviours in job search and workplace activities in order to maintain eligibility for participating in Co-op. Students may be withdrawn from Co-op for unprofessional conduct.

1.c. Graduation with Co-op Designation

Graduation with a Co-op designation requires the completion of any Co-op preparatory course and work term requirements. These may vary between academic programs.

1.d. Withdrawal from Co-op

Students enrolled in non-degree (optional) Co-op programs wishing to be withdrawn from Co-op must send their Co-op Advisor a request by email. A request received within the first 10 days of the academic semester preceding the work term is eligible for a refund of that work term's Co-op fee. A student requesting a withdrawal after the first 10 days of the semester before the work term is not subject to any or partial refund. After an offer of employment has been accepted, the student may not withdraw from Co-op until the completion of that Co-op work term commitment.

Withdrawal from Co-op is final.

2. DURING THE JOB SEARCH PROCESS

2.a. Use of Technology
Co-op students must check Sheridan at CCTT Job Board regularly for job postings and check their Sheridan email account regularly for messages from the Co-op Office.

2.b. Applications
Students will not provide false or misleading information in their application documents.

2.c. Release of Identity or Information
By applying to Co-op, students authorize the Co-op Office to share relevant information from their student file with other Sheridan at CCTT staff when necessary for their participation in the program.

Students acknowledge that certain employers will require confirmation of Canadian citizenship and authorize the Co-operative Education Office to confirm their Canadian citizenship to Co-op employers when requested. When in a Co-op program, students also authorize the Co-op Office to disclose academic (including transcript), personal and employment data to potential employers to whom they are applying.

Co-op students authorize the Co-op Office to receive information from Co-op employers including but not limited to terms/conditions of employment, wage and performance feedback.

2.d. Job Search Activity
- Students must apply actively to job postings until they have secured employment.
- In addition to applying to positions posted through Sheridan at CCTT Job Board, all students are required to conduct an active independent job search.
- Applying to a minimum of 20% of the posted positions and/or conducting an active independent job search is required to be considered “actively seeking employment”.
- All independent job search activities should be very well-documented. The Co-op Office may review a student’s independent job search log when determining whether a student has been actively seeking employment.
- Students in non-degree (optional) Co-op programs who cannot demonstrate that they have been “actively seeking employment” will not be eligible for a work term deferral. Under PEQAB guidelines, students enrolled in degree programs are not usually able to defer their work term to the end of the academic program. (See 2.i. “Co-op Work Term Deferral”)

The Co-op program at Sheridan at CCTT involves a competitive employment process. Securing a Co-op Work Term is not guaranteed.

The Co-op Office is responsible for the review and approval of Co-op job postings but does not assume responsibility for endorsing the companies.

Applications for posted positions must be submitted before the specified deadline. Late applications will not be sent.

2.e. Interviews
Co-op students must be available for interviews throughout the job search process and must attend interviews for all positions to which they have applied. Students must provide employers with factual and accurate information during interviews.

The only interview scheduling conflicts that will be considered acceptable will be:
- conflict with an interview date/time with a different employer and
- conflict with a scheduled exam.

In these cases the Co-op Office will request that the employer reschedule the interview. The Co-op Office cannot guarantee that the employer will be willing/able to do so.

Co-op students must notify their Co-op Advisor immediately if they learn information about a job or work environment through an interview that is not consistent with the job posting and impacts the student’s interest in the position.

2.f. Criminal Record Checks and Security Clearances

Many employers require prospective employees to complete employment pre-screening assessments including criminal record checks and security clearances. Co-op students are responsible for any costs associated with pre-screening assessments required by employers. Co-op students acknowledge that many Co-op offers and positions may be conditional on successful completion of these assessments.

2.g. Co-op Job Offers

Once a student has received a job offer, they will have 2 business days to respond unless the employer requests a different deadline. Declining a job offer will only be permitted if:

- The student is accepting another offer or
- Something has changed about the job compared to the original posting (Inform your Advisor immediately of any changes to the job)

Failure to adhere to these guidelines for accepting or declining offers may result in removal from Co-op.

2.h. Acceptance of a Co-op Work Term

Students receiving an offer for a position through their independent job search activities must submit the details of the position, including a job description, to the Co-op Office for approval prior to accepting the offer.

Once a student has accepted a position, all Co-op policies and conditions apply.

Once a student has accepted an offer, they are no longer permitted to apply for jobs, attend interviews or accept other offers for that work term. Reneging on an accepted offer may result in a failing grade for the work term and possible withdrawal from Co-op.

2.i. Co-op Work Term Deferral

Diploma & Graduate Certificate Students:
May be eligible to defer one 4-month work term to the end of their academic program (after the final academic semester). The student will still be billed according to the regular student fee payment schedule for any remaining work terms. The Co-op fee paid for the deferred work term will be applied to the deferral make-up work term at the end of the program. Students whose program is scheduled to end on a work term by default will only be permitted a deferral under exceptional circumstances at the discretion of the Manager – Co-operative Education.

Degree Students (Other than BBA and Mobile Computing):
Under PEQAB guidelines, students enrolled in degree programs are not usually able to defer their work term to the end of the academic program.

Bachelor of Business Administration (BBA):
If a student is unsuccessful in securing their Internship during their scheduled work-term semester, they must communicate with the Co-op Advisor to select a new semester for the internship. The student will be billed an additional Co-op fee of $535 for this supplementary attempt.

In rare cases, this additional fee might be waived, by exception. This requires a separate application by the student for consideration by the Co-op Manager. Students may be eligible for a waiving of the 2nd Co-op fee if there were extenuating personal circumstances that prevented the completion of the work-term, or if the student can demonstrate an active job search (applying to above 20% of posted positions, meeting with their Advisor, meeting with the assigned Peer-Assisted Learner (PAL – if applicable), responding to communications, conducting independent job search, etc.) It is the student's responsibility to provide the Co-op Manager documented evidence of the above engagement in the Internship search process in order to have an application considered and potentially approved.

BBA Co-op students are not eligible for a work-term deferral. BBA Co-op students who are unsuccessful in securing a scheduled work-term will be withdrawn from the optional Co-op stream and re-enrolled into the Internship stream. If the student has not yet completed a work-term, they will still need to complete the mandatory internship, prior to graduation. The previous Co-op fee for the unsuccessful Co-op work term will not be applied to a future internship and an additional Co-op fee charge would be applied.

Mobile Computing:
Students in the Honours Bachelor of Mobile Computing must complete a minimum of 2 out of the 3 possible work-terms in order to graduate. A student who is unable to secure their first 4-month work-term is not eligible to defer it as there are still 2 remaining opportunities to meet the graduation requirement. If a student is unable to secure two of the possible 3 work-terms then the Co-op Office will permit the deferral of one of the work-terms to the end of the program. Students may not end their program with an 8-month (ie. Back-to-back) work-term.

3. WORK TERM REQUIREMENTS

3.a. Communication
Student must bring any issues arising at the workplace to the immediate attention of their Co-op Advisor.

3b. Termination with Cause
A student terminated from their work term with cause will be given a failing grade for the work term and may be withdrawn from Co-op.

3.c. Work Term Hours
Negotiating start/end dates or any required time off should occur before the student accepts an offer. Co-op students must start and end their work term on the dates specified on their Confirmation of Co-op Employment form. Any changes to the agreement must be approved by both the student's Supervisor and Co-op Advisor.

Co-op students will inform their Co-op Advisor as soon as possible of any situation, including extended illness, which necessitates their absence from work.

A minimum number of hours performing program-related duties in an approved work setting is required for a passing work term grade. The minimum number of hours required may vary by academic program. Program-specific requirements can be found in the Co-operative Education Manual, available online through AccessSheridan.

Hours accumulated before or after the official work term start/end dates, or hours from previous work terms, cannot be used towards Co-op credit except under exceptional circumstances with pre-authorization from the Co-op Office. For 8-month work terms, the minimum required hours for both semesters will be added together and must be acquired anywhere within that 8-month span.

Students may receive a failing grade for a work term, even if the minimum required hours for a work term have been completed. Reasons for this may include but are not limited to: (i) being dismissed with cause by their employer or (ii) leaving the work term before the agreed-upon end date (iii) unsatisfactory work term performance, or work term assignments.

3.d. Work Term Assignments
Successful completion and submission of assigned work term assignments are required for a passing work term grade. Work term assignments may vary by academic program.

Work term assignment due dates will be communicated by your Co-op Advisor. Failure to submit the required work term assignments by this deadline will result in a failing grade for the work term and may result in withdrawal from Co-op.

An unsatisfactory work term assignment will result in a failing grade for the work term and may result in withdrawal from Co-op.

4. FINANCIAL CONSIDERATIONS

4.a. Salary/Benefits/Compensation
Because Co-op students are not covered by the Employment Standards Act (ESA) Co-op Employers are not required to provide students on official Co-op work terms with vacation pay, overtime pay or statutory holidays. Co-op Employers are not required to provide notice and/or severance pay in case of termination of employment before the agreed-upon end date of the work term.

4.b. Co-op Fees
Co-op students commit to paying their Co-op fees according to the Finance Department's schedule. The Co-op fee is payable prior to each work term and does not guarantee a work term position. The Co-op fee is only refundable during the first 10 days of the academic semester preceding the work term.

4.c. Insurance Considerations
Co-op students can only work at any work term position if workplace insurance coverage is in place. Co-op students are responsible for ensuring that workplace insurance is in place during the work term. If a work term is not covered through the employer's WSIB plan, students must immediately contact their Co-op Advisor.

Students who accept a position where they will not be paid an hourly wage will be required to submit two forms to the Co-op Office so that the Ministry of Training and Colleges can arrange for workplace safety insurance coverage.

1) Student Declaration From
2) Employer Declaration Form

Any hours worked prior to the completion and submission of required insurance documentation will not count for Co-op credit.

5. OTHER

5.a. Accommodations for Students with Disabilities
Students registered with Sheridan's Accessible Learning (AL) department may require workplace accommodations. Students are encouraged to discuss individual accommodation needs with their Advisor.

5.b. For International Students
International Students agree to meet with the International Office to review the process for obtaining a Co-op work permit, complete any forms required to request the Co-op work permit, and accept the terms of the Co-op work permit. Students agree to promptly extend all permits and documents when required.

International Co-op students are not permitted to work at a Co-op work term without a valid Co-op work permit, study permit, and Social Insurance Number (SIN).

International Co-op students must provide their Co-op employers with copies of proof of eligibility to work in Canada—copy of valid Co-op Work Permit and SIN are generally required.

International students who have accepted Co-op job offers may be removed from their work term position if they cannot show proof that the necessary employment documents and permits have been acquired.

International Co-op students must provide the International Centre with copies of their valid International Co-op Work permit.

Under no circumstances should an international student begin a Co-op position, if this has not been completed.

5.c. Housing/Accommodation
Students are responsible for arranging accommodation if they need to relocate for a Co-op position.

5.d. Confidentiality and Employer Contacts
Students agree to use discretion and maintain confidentiality when discussing Co-op employers, their organizations, their technology, their products and their customers or clients with anyone other than Sheridan at CCTT staff members.

Students must not share Co-op job postings with non-Co-op students.

5.e. Terms

Failure to comply with the conditions of this document may result in a failing grade for the Co-op Preparatory Course and/or the Co-op work term and/or withdrawal from the Co-op program.

Exceptions to this policy may be considered under exceptional circumstances.

The Co-op Office reserves the right to update and change the policies above at any time. Such modifications shall become effective immediately upon the posting thereof.