

Co-operative Education Requirements and Regulations

1. All students accepted into Co-operative Education must complete COOP 1000 a 13-week, non-credit career management course prior to their first work term. Attendance is mandatory and the TRU Attendance Policy will apply.
2. The Co-operative Education Coordinator(s) will make every reasonable effort to obtain suitable program-related work placements; however, application and acceptance for Co-op Work Term participation is not a guarantee of placement. The job search will be conducted by both the student and the Co-op Coordinator.
3. Co-op tuition will apply to all co-op positions secured with assistance from the co-op office including: back to work terms with the same employer, subsequent extensions with the same employer, students returning to the same employers, and students who secure their own co-op work term(s).
4. In order to maintain eligibility for future work terms students must submit a completed Work Term Notification Form upon returning from each work term.
5. There is a one-time admission and withdrawal policy for Co-op programs. When a student withdraws from Co-op after partially completing the required number of Co-op terms, they cannot apply for re-admission to Co-op at a later date.
6. Students are expected to accept a job offer once it has been extended. Students wanting to withdraw from a Co-op competition must do so by contacting their Co-op Coordinator no later than immediately following the interview with the employer.
7. Job offers must be accepted or rejected within 24 hours.
8. To successfully complete a work term, students must a) complete term of employment; b) receive a minimum of "satisfactory" on their evaluation from their employer; c) submit a satisfactory work term report by the deadline; and d) pay their work term tuition fees.
9. It is the student's responsibility to maintain close contact with their Co-op Coordinator and to check daily for new job postings, for interview schedules and for notices from the Co-op Office.
10. Students must end their studies on an academic term, and cannot end their studies on a Co-op work term.
11. Students enter Co-op at various points in their education. While summer is the most common time to complete work-terms, students are also required to complete work-terms in the fall and/or winter semesters. Work-terms in the fall or winter semesters provides students with experience they would not normally receive during the summer.
12. Students must complete a minimum number of work terms in their degree or diploma to achieve their Co-op designation. Students in a 4-year degree program must complete a minimum of 3 work-terms, while students in a 2-year diploma program must complete a minimum of 2 work-terms in order to receive their Co-op designation.
13. Students must maintain full-time status (3 courses or more) to maintain eligibility for the Co-op program, and maintain a cumulative GPA minimum set by their specific program (see TRU Academic Calendar). Transcripts will be reviewed following each academic term.

I have reviewed the Co-op requirements and regulations above, and I accept the responsibilities of a Co-op student. I agree to comply with all terms and conditions and I recognize that failure to honour this commitment may result in withdrawal or failure from the Co-op option, or a grade of "NCG" (no credit granted). I hereby authorize the release of my résumé, transcripts and attendance records to the Career Education Department and to prospective co-operative education employers for the duration of my program.

Print Name

Program of Study

Signature

Date