TERMS, CONDITIONS AND EXPECTATIONS FOR ENGINEERING CO-OP STUDENTS

The purpose of this document is to establish a clear understanding of the principal terms, conditions and expectations regarding participation in the Engineering Co-operative Education Programs. These terms, conditions and expectations supplement those listed in the co-operative education sections of the University of Victoria Calendar.

A signed copy of this agreement must be on file in the Engineering and Computer Science/Math Co-op Office before students may participate in the co-op work term placement process or register for a co-op work term.

In order to participate in the co-op placement process, I agree to the terms and conditions stated herein.

1. I understand that each co-op work term requires a signed registration form and I must submit this form in order to become eligible to participate in the placement process and apply for co-op positions that are posted on learninginmotion.uvic.ca. I understand that I am required to use my UVic email account. This will be the primary way I will be contacted regarding interviews, offers of employment and important co-op notices.

2. I understand that while on a work term, I am representing my Faculty/Department and the University of Victoria and therefore, I agree to conduct myself in a professional and ethical manner.

3. I understand that as an Undergraduate student, I must successfully complete ENGR 020/130 (Introduction to Professional Practice) or as a Graduate student, I must complete the graduate prep seminar before undertaking my first work term.

4. I understand that I must successfully complete the University English Requirement and ENGR 120 (Design and Communication II) or ENGR 240 (Technical Writing) before commencing my second work term.

5. In order to be eligible to participate in the placement process and apply for positions that are posted on learninginmotion.uvic.ca, I understand that I must be scheduled for a co-op work term. If I make any changes in my program schedule, I will not be made eligible to participate in the placement process until I have an approved modified program.

6. I understand that at the beginning of each placement process, I am required to provide the co-op office with the necessary documentation as required to participate in the placement process.

7. I understand that if I am applying for, or receiving financial assistance, I am required to inform the Student Financial Aid Office of my acceptance into the co-op program.

8. I understand that the co-op office cannot guarantee students a work term placement.
9. I agree to allow the co-op program to solicit positions on my behalf.

10. I agree to keep my co-op coordinator informed about my job development activities and I agree to collaborate with my co-op coordinator.

11. If I develop my own job, I understand that my co-op coordinator will review all supporting documentation (job description and employer letter of offer) and approval will only be given to register the job as a co-op work term if the job is deemed appropriate. I understand that all supporting documentation must be submitted no later than the end of the first month of the work term and failure to do so may result in the work term not being approved and registered.

12. I give my consent to the co-op program to disclose and release personal information consisting of my résumés, transcript, unofficial transcripts, letters of reference, portfolios and other relevant information to those prospective co-op employers, that I may designate, for the purpose of assisting me to secure employment for work terms while I am enrolled in the co-op program.

13. I understand that the co-op office is under no obligation to post co-op positions or approve self-placements that it deems to be unsuitable.

14. I understand that limiting a job search to Victoria (or a specific geographic location) severely restricts a student’s opportunities. In addition, I understand that acceptance of positions outside of Victoria may require me to pay the necessary travel expenses to relocate. If I have any restrictions concerning location or travel, I will discuss these with my coordinator and agree to have them noted on my file.

15. I agree to attend all interviews with companies that have selected me as a candidate until such time as I have secured a work term placement. If I have completed an interview and I no longer feel the job is suitable for me, I will contact my coordinator immediately to discuss my reasons. If appropriate, my coordinator will ensure that I am withdrawn from the competition.

16. If offered a co-op position, I understand that I have 24 hours to decide whether or not I will accept the position. If I am considering declining a job offer, I will contact my coordinator immediately to discuss my reasons to ensure that I am carefully considering the opportunity and that I understand the risks and consequences of declining an offer. If I decline a job offer, the employer will be notified by the co-op office.

17. I understand that when I accept a co-op job offer (either verbally or in writing) or a self-developed work term has been approved, I am committing to undertake and complete that work term, as agreed, in its entirety. Leaving the work term without approval of both the co-op program and my employer may result in a failed work term grade (“N/X” or “F/X”) that will be recorded on my transcript.
18. I understand that a work term is considered to be a full-time course of studies and therefore, I may not enrol in courses while on a work term unless I receive permission from the Manager of the Engineering and Computer Science/Math Co-op Program, written permission from my employer and have an approved modified program plan.

19. I understand that work terms are normally paid employment at student rates and reflect the organization’s salary scale and the student’s level of training and experience. I must be prepared to accept the salary level offered by employers.

20. I understand that a co-op coordinator will conduct an in-person work site visit or telephone/email/Skype visit part way through each work term. Co-op coordinators meet with both students and supervisors during the work site visit. I am required to complete a mid-term competency assessment in preparation for the visit.

21. I understand that the requirements for a passing grade in a co-op work term include the completion of a competency assessment, the satisfactory completion of a work term report as assessed by the report marker and a satisfactory logbook as assessed by a co-op coordinator. If I receive an unsatisfactory evaluation for any of these assignments, I may be assigned a failed work term grade “F/X”.

22. I understand that I am required to submit my competency assessment, work term report and logbook for each work term. These documents are due by 4 p.m. on the first Friday of the academic term following the completion of the work term. Failure to meet these requirements will result in a failed work term grade (“N/X”).

23. I understand that as part of the work term report requirements, I must provide a copy of the report to my employer who will determine if the report is proprietary.

24. I understand that the Criminal Records Review Act requires that anyone in the Provincial Government, or working for a provincial or childcare agency, who is supervising an employee under the age of 19 must undergo a criminal record check. If I will be under the age of 19 prior to any work term with the above-mentioned employers, I agree to advise my co-op coordinator prior to accepting a placement.

25. I understand that the ranking of a student as a result of a co-op interview is his/her personal Information under the Freedom of Information and Protection of Privacy Act. I may see only my personal ranking, not those of other students.

26. I am a:
   - [ ] Canadian Citizen
   - [ ] Permanent Resident
   - [ ] International Student

27. (For International Students only)
I understand that as an International Student, I must apply for and receive a Co-op Work Permit which will legally entitle me to work in Canada on a registered co-op work term. I must provide the co-op office with a copy of my Co-op Work Permit.
28. **(For International Students only)**

I understand that as an International Student, I must apply for and receive a Social Insurance Number in order to work in Canada.

I have read and agree to abide by the above terms and conditions of enrolment in the Engineering Co-operative Education Programs. I understand that if I fail to comply with the above requirements or those regulations listed in the co-operative education sections of the University of Victoria calendar I may no longer be eligible to participate in the co-operative education program.

Student Name: _____________________  Student Number: _____________

UVic Email: ________________________  Phone:  _________________

Signature: __________________________  Date:  _________________

*This agreement complies with the requirements of BC’s Freedom of Information and Protection of Privacy Act. It reflects your right to privacy and permits the co-op office to disclose information about you to current and potential co-op employers only for the purposes of assisting you in locating and receiving credit for co-op work terms.*

Completing the following information is voluntary. The information will be used for statistical purposes only or, in the case of disability, to secure any special assistance that is required or, in the case of minorities, to access (with student permission) positions which will qualify for equity employment funding. The Office of the Director of Co-operative Education uses aggregate statistical information. Information about individuals will not be released without the students’ permission in writing.

- Male
- Female
- of First Nations, Métis or Inuit ancestry
- member of a visible minority

I require assistance by reason of disability:  Yes  No